



Gaston County Historic Preservation Commission

Potential Historic Local Landmark Application

Mailing Address: P.O. Box 1578 Gastonia, NC 28053
Physical Address: 128 W. Main Ave. Gastonia, NC 28053

The Gaston County Historic Preservation Commission (HPC) places a property on its Study List when it appears eligible for designation as a local landmark. Please consult the material in this packet to determine if you wish to have your property considered for this designation. Placement on the Study List does not guarantee local landmark designation. The HPC is a recommending body and the Gaston County Board of Commissioners have the final say on whether or not a property will be recognized as a Local Landmark.

In most instances, it is the responsibility of the applicant to prepare a designation report that contains the historic, cultural, and architectural significance of the property. Designation reports must contain all the items listed in the "Local Designation report Submittal Checklist" published by the state preservation office. Staff and the HPC recommend hiring professional consultants to write these reports. Fees should be negotiated between the applicant and the consultant. The North Carolina Division of Archives and History maintains a list of consultants. The Commission has limited funds to prepare designation reports on its own initiative. These monies are reserved for properties that have high levels of historic significance and for which the owner would find it difficult to have a designation report prepared.

If the applicant is not the property owner, the applicant must submit a written statement of the owner's attitude regarding historic landmark designation of their property, or a copy of a letter showing that the applicant has reached out to the property owner to obtain a letter. If neither of these are provided, the application will not be processed.

Please submit the following with your application:

- Brief statement of significance
- At least four photographs of the property



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Local Landmark Name:

Year Built:

Parcel ID:

Address:

General Description of Property:

Applicant Information

Applicant Name:

Mailing Address:

Phone Number:

Email Address:

Property Owner Information (if different from applicant)

****If applicant is not the property owner, application must include a letter from the property owner stating they support pursuing local designation status for their property.***

Applicant Name:

Mailing Address:

Phone Number:

Email Address:



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Legal Consequences of historic Landmark Designation

This document represents the understanding of the pertinent legislation held by the Gaston County Historic Preservation Commission and in no way represents a legal opinion.

1. A suitable sign may be placed on a "historic landmark" or, if the owner objects, upon a nearby public right-of-way. This sign states that the property is a "historic landmark."
2. The owner of a "historic landmark" may apply for an automatic deferral of 50% of the Ad Valorem taxes on a "historic landmark." This deferral persists as long as the property retains its status as a "historic landmark."
3. The owner of a "historic landmark" must secure a Certificate of Appropriateness from the Historic Preservation Commission before any material alteration, restoration, removal, or demolition of any exterior feature of a "historic landmark" may occur.
4. A Certificate of Appropriateness for the demolition of a "historic landmark," except as specified below, may not be denied. However, the effective date of the Certificate of Appropriateness for the demolition may be delayed for a period of up to 365 days from the date of approval. A Certificate of Appropriateness for the demolition of a "historic landmark" may be denied, if the subject "historic landmark" is determined by the State Historic Preservation Officer as having state-wide significance as defined by the criteria of the National Register of Historic Places.
5. Local governing boards may exercise the power of eminent domain and thereby acquire those "historic landmarks" for which an application has been made for a Certificate of Appropriateness for demolition.

Local Landmark Reports

Pursuant to NC GS 160D-945 and 946, North Carolina law provides for a straightforward but multi-step procedure for designation of historic landmarks at the local level.

The state enabling legislation requires that *before* recommending designation of a historic landmark to the local governing board, a local preservation commission must find that the property in question meets two criteria: first, that it is **significant** and, second, that it retains **integrity**. Because these can be variable terms, there has to be some way of explaining why a property is “significant” and how it has “integrity.” Thus, the legislation specifically requires a report or study, based on objective evidence and research, to be done examining each potential landmark *before* the local governing authority designates a landmark:

- **NC G.S. 160D-945.** *No property shall be recommended for designation as a historic landmark unless it is deemed and found by the preservation commission to be of special significance in terms of its historical, prehistorical, architectural, or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling and/or association [emphasis added].*
- **NC G.S. 160D-946 (2).** *The preservation commission shall make or cause to be made an investigation and report on the historic, architectural, prehistorical, educational or cultural significance of each building, structure, site, area or object proposed for designation or acquisition. Such investigation and report shall be forwarded to the [State Historic Preservation Office].*
- **NC G.S. 160D-946(3).** *The [State Historic Preservation Office] shall... be given an opportunity to review and comment upon the substance and effect of the designation of any landmark.... Any comments shall be provided in writing. If the [State Historic Preservation Office] does not submit its comments or recommendation in connection with any designation within 30 days following receipt... of the investigation and report of the preservation commission, the commission and any governing board shall be relieved of any responsibility to consider such comments.*

The landmark report should help justify and explain to the general public why the local governing authority’s decision to landmark any property as “historic” is appropriate and defensible. Ultimately, the decision to landmark rests in the hands of the local governing authority, but the report should inform both the general public as well as the local governing authority as to why a property is properly designated a “historic landmark”. The report also serves as a baseline for the preservation commission’s evaluation of certificate of appropriateness applications for the property. While the report is sent to both the State Historic Preservation Office (HPO) and the Office of State Archaeology (via the HPO) for review and comment, the report is required for the benefit of the public, the local governing authority, and the preservation commission.

SIGNIFICANCE AND INTEGRITY

Even though a property’s value as a historic resource may seem obvious, the required report sets forth what is known about the property and explains how it meets the statutory criteria for significance and integrity. Because it is both a public record and documented history of the property, a landmark report

must substantially inform and explain why a particular property is worthy of preferential taxation treatment by the local government.

A report must spell out the property's significance and integrity with specific details. When you say a property is **significant**, or important, you have to say why and how. Most of the time, significant properties are those that are fifty or more years old, although considerable age is not necessarily equated with significance. A property can be significant because it is associated with an important historic event (e.g., a house used as a stop on the Underground Railroad), or because it is associated with an important historic person (e.g., an office associated with the community's first doctor), or because it is architecturally distinctive (e.g., an Italianate house or a mill house), or because it holds or may hold important archaeological information (e.g., the site of railroad repair shops now vanished) – or for a combination of these things. One claim of significance usually is sufficient.

The significance claim should be thought of as an argument “making a case” for designation based on evidence. It must be clearly stated and supported by an evaluation of the property's integrity. **Integrity** is the extent to which the building looks like it did during the period in which it gained significance. In other words, a property can be said to have integrity if its historic importance can be seen or experienced, rather than imagined. To qualify for designation, a property generally should show integrity in most or all of these six aspects: design, setting, workmanship, materials, feeling, and association. (See pp. 47-48 of *Handbook for Historic Preservation Commissions in North Carolina* for an explanation of the aspects of integrity.) In particular, integrity of feeling or association alone is not sufficient, because these are more subjective qualities. Generally, a property retains integrity if it has not been substantially altered and if it is not severely deteriorated or dilapidated.

The integrity criterion gives you the opportunity to explain all the ways in which the property may or may not have been altered over time and how these changes have affected its integrity – specificity is *strongly* encouraged. For instance, if you say a house is important because it is a Federal-era house, then the report must show whether or not it is recognizable as such.

- Some changes can be considered to have attained historic status in and of themselves – for example an 1820s house, which has had its carriage shed demolished and replaced by an auto garage in 1920, or its back porch give way to a 1950 addition. These changes are not original to the house but do represent different historical periods and thus might contribute to an understanding of the property's significance. A change is likely to diminish integrity if it did not occur within the property's period of significance.
- However, some changes detract from integrity because they destroy, damage, or conceal authentic features or elements from historic periods – such as replacement siding, windows, and roofs; or the enclosure of open porches; or the removal of architectural features. These changes must be acknowledged and accounted for in this section. In the case of our Federal-era house, the architectural elements that define it as Federal should be apparent – even if a casual observer could not identify it as “Federal.” A Federal-era house that has had its windows and doors replaced or reconfigured, that has had its siding altered, or that has had porches or wings added may no longer look enough like a Federal-era house to make landmark designation appropriate – no matter how historic it might be!

REPORT FORMAT

In order for the Historic Preservation Office to provide informed and worthwhile comments regarding the proposed designation, each report should contain all of the following information:

I. General information

1. Common and Historical Property Names
2. Physical Address or Location
3. Tax Parcel Identification Number (PIN)
4. Current Owner(s) Name(s)
5. Current Owner(s) Mailing Address(es)
6. Appraised Value of the Property (a copy of the most recent tax card will suffice)

II. Abstract

1. A clear summary statement of the property's significance and degree of integrity in two to three sentences. Why are you proposing designation for this property?
2. A concise statement of what buildings and portion of land are to be included in the designation. Is it all of the legal parcel(s) historically and currently associated with the building(s) or only a portion? The land area included should be, at minimum, that which is historically associated with and which continues to provide historic context for, the building(s) for which designation is proposed.

III. Historic Background

1. A narrative of the property's history that focuses on points relevant to the significance and integrity criteria. A chain of title should not be included unless you are claiming that the property is significant for its association with a historically significant person – and then only those deeds directly related to that person.
2. Date(s) of original construction (use "circa" and a year if the exact year is unknown). The report may need a chain of title to help prove or substantiate the original construction date.
3. Date(s) of all additions and/or alterations (use "circa" and a year if the exact year is unknown)

IV. Assessment

1. A full description of the property's historical, prehistorical, architectural, and/or cultural importance (significance) for one or more of the following specific reasons:
 - a. its association with a historic event
 - b. its association with the life of a historically significant person
 - c. its architectural style or its type of construction or engineering
 - d. its archaeological potential
2. A complete architectural description of the property. For architecturally significant properties, the description should focus on the elements that define the building's design. For report preparers, commissions, or staff who are unfamiliar with this kind of technical

writing, an outline for an architectural description may be found at <https://files.nc.gov/ncdcr/historic-preservation-office/CLG/ArchitecturalDescriptionTemplate.pdf>

3. A description of any elements that contribute to the property's archaeological significance. A brief archaeological comment should be included in every report. If no known archaeological features are present at the current time, a statement to that effect will suffice.
4. A complete and thorough evaluation of the property's integrity of design, setting, workmanship, materials, feeling, and association, fully accounting for all alterations and changes to the property, including those which detract from or do not contribute to the property's significance.
5. A justification of the proposed boundaries of the designation.

V. Supporting documentation

1. Digital photographs that clearly show the overall property in its current condition
 - a. At least 1 digital photograph of each elevation, to the extent they are visible or accessible; if an elevation is not visible, the report must explain why.
 - b. At least 1 digital photograph of each interior feature proposed for designation; if interior features are not to be designated, photographs of interior spaces are encouraged for documentary purposes but are not required.
 - c. Supporting photographs that illustrate architectural features, spatial relationships, orientation, size, scale, and texture, or which otherwise illustrate context
 - d. Digital photographs should be submitted to the Local Government Program Coordinator via Drop Box or saved to a cd or flash drive and mailed.
2. A sketch floor plan of the building(s). It does not have to be of "draftsman quality" or exactly to scale, but should clearly show arrangement of spaces and their relationship to one another. Floor plans may be drawn by hand with a ruler and legible printing or may be created with graphics or drafting software.
3. A site plan (preferably but not necessarily drawn to scale) showing:
 - a. the property's location
 - b. location of primary structures
 - c. location of all outbuildings and appurtenant features (e.g., a well)
 - d. major landscape and hardscape features such as large, ancient trees, driveways, and walkways
 - e. the boundaries of the proposed designation.
4. Plat or tax map, including the tax appraised value of the property.
5. Any other information the local governing board deems necessary.

VI. Bibliography/Source Citations

Note: If the property has been listed individually in the National Register of Historic Places, the National Register nomination might serve as the substance of the local designation report, either verbatim or re-formatted to meet the report guidelines set forth by the local commission (including a cover form required by the commission). If the property boundaries for the local designation are different from those for the National Register nomination or if there have been physical changes to the property since the nomination was written, the nomination may substantively serve as the designation report as long as an explanation of the different boundary and physical changes to the property are incorporated in the report. The usefulness of a nomination depends on when the property was listed and the amount and quality of information in the nomination. Nominations written prior to ca. 2015 may need to be augmented for the architectural description and/or the significance section of the designation report.

SUBMITTAL. Please send completed reports to:

Kristi.brantley@ncdcr.gov

Or

Local Government Program
Attn: Local Landmarks Reports
North Carolina State Historic Preservation Office
4617 Mail Service Center
Raleigh, NC 27699-461

CHECKLIST FOR SUBMITTING A LOCAL DESIGNATION REPORT TO THE NC HPO

Yes No N/A	General Information	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Common and Historic Names for Property 	<ul style="list-style-type: none"> General Information 1.1 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Physical Address or Location 	<ul style="list-style-type: none"> General Information 1.2 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Tax Parcel Identification Number (PIN) 	<ul style="list-style-type: none"> General Information 1.3 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Current Owner(s) Name(s) 	<ul style="list-style-type: none"> General Information 1.4 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Current Owner(s) Mailing Address 	<ul style="list-style-type: none"> General Information 1.5 	
Yes No N/A	Abstract	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. A clear summary statement of the property's special character/significance and degree of integrity.	<ul style="list-style-type: none"> Abstract 2.1 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. A clear explanation regarding why the property is being proposed for designation.	<ul style="list-style-type: none"> Abstract 2.1 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. A concise statement of what buildings, interior features and portion of land are proposed for designation.	<ul style="list-style-type: none"> Abstract 2.2. 	
Yes No N/A	Historic Background/Context	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> A description of the property's history that clearly focuses on its special character and integrity. 	<ul style="list-style-type: none"> Historic Background 3.1 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Chain of title (if the property's significance is associated with a significant individual) 	<ul style="list-style-type: none"> Historic Background 3.1 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Date(s) of original construction. Chain of title may also be used to provide evidence of construction date. 	<ul style="list-style-type: none"> Historic Background 3.2 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> Date(s) of all additions and/or alterations 	<ul style="list-style-type: none"> Historic Background 3.3. 	

LOCAL DESIGNATION REPORT SUBMITTAL CHECKLIST

CHECKLIST FOR SUBMITTING A LOCAL DESIGNATION REPORT TO THE NC HPO

Yes No N/A	Assessment	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>A complete description of the property's historic, prehistoric, architectural and/or cultural significance for one or more of the following reasons:</p> <ul style="list-style-type: none"> • Association with a historic event • Association with a historically significant individual • Its architectural style or its type of construction or engineering • Its archaeological potential 	<ul style="list-style-type: none"> • Assessment 1.1 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • A complete architectural description of the property. 	<ul style="list-style-type: none"> • Assessment 1.2 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • A description of any elements that contribute to the property's archaeological significance. 	<ul style="list-style-type: none"> • Assessment 1.3 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>A complete and thorough evaluation of the property's</p> <ul style="list-style-type: none"> • Integrity of design • Setting • Workmanship • Materials • Feeling • Association • Location <p>Fully accounting for all alterations to the property, including those which detract from the property's significance.</p>	<ul style="list-style-type: none"> • Assessment 1.4 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • A clear and complete description and justification of the proposed designation boundaries for the property should be included in the narrative. • A Proposed Designation Boundary Map should also be included (see Supporting Documentation (5.4)) 	<ul style="list-style-type: none"> • Assessment 1.5 	

LOCAL DESIGNATION REPORT SUBMITTAL CHECKLIST

CHECKLIST FOR SUBMITTING A LOCAL DESIGNATION REPORT TO THE NC HPO

Yes No N/A	Supporting Documentation	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Digital photographs that clearly demonstrate the current overall condition of the property <ul style="list-style-type: none"> • At least 1 digital image of each elevation • At least 1 digital image of each interior proposed for designation • Supporting photographs that clearly highlight architectural features • At least one photo of the site that provides context • Digital images of the property should be submitted to the Local Government Coordinator via email or Dropbox 	<ul style="list-style-type: none"> • Supporting Documentation 5.1(a-d) 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • A sketch floor plan of the building(s). It does not have to be professional or to scale but should clearly demonstrate the arrangement of spaces. 	<ul style="list-style-type: none"> • Supporting Documentation 5.2 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A site plan (does not have to be to scale) showing: <ul style="list-style-type: none"> • Property's location • Location of primary structures • Location of outbuildings • Location of all major landscape features • Proposed designation boundaries 	<ul style="list-style-type: none"> • Supporting Documentation 5.3(a-e) 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • A plat or tax map, including the tax appraised value of the property • A map clearly outlining the proposed designation boundaries for the property. Map should include a title that defines it as the Proposed Designation Boundary Map, road labels and a North arrow 	<ul style="list-style-type: none"> • Supporting Documentation 5.4 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Any other information the local governing board deems necessary 	<ul style="list-style-type: none"> • Supporting Documentation 5.5 	

LOCAL DESIGNATION REPORT SUBMITTAL CHECKLIST

CHECKLIST FOR SUBMITTING A LOCAL DESIGNATION REPORT TO THE NC HPO

Yes No N/A	Bibliography/Source Citations	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> All reports should include a bibliography and source citations. Reports submitted without a bibliography will be considered incomplete 	<ul style="list-style-type: none"> 6.1 	