

JHPC LOCAL HISTORIC LANDMARK REPORT FORMAT GUIDELINE

To be considered as a Local Historic Landmark, the Joint Historic Preservation Commission of Transylvania County requests that each Report clearly outlines the significance and integrity of the proposed landmarks that are required in **NC General Statutes 160-D 945 and 946**.

1. **Significance-** property's that are usually **fifty (50) years or older** and **must have significance with one or more of the four (4) criteria**. The four outlined criteria in the general statutes are, the associated with a historic event or person, being architecturally distinctive, or has important archaeological information on the property. Examples of each are below.
 - **Historic Event:** A Chapel of one of the very first Churches in Transylvania County.
 - **Historic Person:** The House of a family that deeply impacted the community (Silvermont).
 - **Architecturally Distinctive:** A Mill House or Queen Ann House.
 - **Archaeological Information:** Railroad Repair Shop or Historic Grave Site with artifacts.
2. **Integrity-** the extent to which the building or landmark looks like it did during the period it was built or gained significance. The integrity of the significance can be seen on the property or with the structure. There are **six aspects** that help quantify integrity those being: **design, setting, workmanship, materials, feeling, and association**. The changes that have been made over time are evaluated on how they have impacted the overall structure **and** how the authenticity of the purpose of, significance, has been diminished by the changes. This is easiest to determine if the significance is architecturally or due to a specific time or event.

There must be a report submitted to the Commission with its application, in this report it must explain the significance and integrity of the proposed structure and why. Below is the suggested format of the report which has five (5) sections: the **General Information** on the property, the **Abstract** on how it meets the criteria, the **Historic Background** of the property, the **Assessment** of the current structure with the criteria, and the **Supporting Documentation**. Please also include a **Bibliography or Source Citation**, this will help with the investigation of the application and property for both the Commission and the State Historic Preservation Office, who give a professional review of the reports.

General Information about the property and its owners, please see the information needed below:

1. Common and Historical Property Names
2. Physical Address or Location
3. Tax Parcel Identification Number (PIN)
4. Current Owner(s) Names and Address(es)
5. A copy of the most recent Tax Card or the Appraised Value of the Property

Abstract includes a **clear summary statement of the property's significance** and **degree of integrity** in two to three sentences. It should include a **concise statement of what buildings and portion of land are to be included in the designation**. 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.

Questions to answer in Abstract:

1. Why are you proposing designation for this property?
2. Is it all the legal parcel(s) historically and currently associated with the building(s) or only portion?

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Historic Background informs the reader about the **relevant information that makes the proposed landmark significant and has integrity**. If the reason for its significance is for the landmarks association to a **historically significant person, then a chain of title should be included** and only the deeds that are directly related to the person should be included. Please provide the **dates of the original construction**, if the exact year is unknown, please use **“circa”** in front of the year. With the dates please also include any additions or alterations.

Assessment section should include 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. **association with a historic event**, b. **association with the life of a historically significant person**, c. **architectural style or its type of construction or engineering**, or d. **archaeological potential**. A complete architectural description of the property. For architecturally significant properties, the description should focus on the elements that define the building’s design. **Please use the document to help:** <https://files.nc.gov/ncdcr/historic-preservation-office/CLG/ArchitecturalDescriptionTemplate.pdf>. A description of any elements that contribute to the property’s archaeological significance. **A brief archeological comment should be included in every report.** 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. A justification of the proposed and boundaries of the designation.

Supporting Documentation please include all documentations as described below, any questions please contact staff.

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. **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 Planning and Community Development Department via email, saved to a 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.**
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Bibliography or Source Citations should be included to help verify the information provided in the report. If property is located on the National Register of Historic Places, please note that the information was pulled from the listing.

Submittal. Please send completed reports and applications to:

planning@transylvaniacounty.org

OR

Transylvania County

Attn: Planning and Community Development Department
106 East Morgan Street, Community Services Building Suite
207, Brevard, NC 28712