



Rowan County Department of  
Planning & Development  
402 N. Main Street Ste 204  
Salisbury, NC 28144  
Phone (704) 216-8588  
Fax (704) 638-3130  
www.rowancountync.gov

Case # HLC  
Date Filed \_\_\_\_\_  
Received By \_\_\_\_\_  
Amount Paid \_\_\_\_\_

Office Use Only

===== **HISTORIC LANDMARK DESIGNATION** =====

OWNERSHIP INFORMATION:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

APPLICANT / AGENT INFORMATION:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

PROPERTY DETAILS:

Name of Property: \_\_\_\_\_ Tax Parcel: \_\_\_\_\_

Property Location: \_\_\_\_\_

DESIGNATION INFORMATION:

What is proposed for designation?

\_\_\_\_\_  
\_\_\_\_\_

How much land is proposed for designation? \_\_\_\_\_

Interior to be designated?    YES            NO

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**PLEASE COMPLETE THE FOLLOWING INFORMATION ON SEPARATE SHEETS:**

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- When was the structure erected? For Whom? (If you don't know the exact date, please give a general time frame.) Have there been additions or modifications? If so, describe and give dates.
- Do you know the names of any of the craftsmen who worked on the structure (i.e., architects, carpenters, contractors, landscape designers, etc.)? Do any architect's plans or building accounts exist? Where?
- Do you have any old photographs of the structure? If so, do you know the dates of the photographs?
- How has the building been passed down through the years, from whom to whom (i.e. a quick chain of title)?
- What was the structure's original use, if different from today? Has the building ever been moved? List the sources of your information.
- What is the significance of this property? (Please be specific and to the point) Include a list of sources for your information.
- Describe the architecture and present condition of the structure, also including any outbuildings or other appurtenant features to be included in the designation. If the property has been restored, what were the dates of restoration? Was the restoration done under the supervision of any historic preservation organization? If the property has not been restored, is any restoration planned for the property?
- Is the property listed in any existing architectural or historical survey (i.e. the National Register of Historic Places)? If so, please give the title and date of the listing.

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**IN ADDITION TO THE WRITTEN APPLICATION, THE FOLLOWING MATERIALS MUST BE SUBMITTED SIMULTANEOUSLY:**

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- Digital color images showing all sides of the main structure and any outbuildings (may include architectural details, interior and exterior, which add to the property's significance).
- A tax map showing the location of the property, including any buildings and appurtenant features.

(Note: Please label all above materials.)

The information contained herein this application is true and to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

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**OFFICIAL USE ONLY**

1. Signature of Coordinator: \_\_\_\_\_ 2. Board of Commissioners  
Public Hearing: \_\_\_\_/\_\_\_\_/\_\_\_\_ 3. Notifications Mailed: \_\_\_\_/\_\_\_\_/\_\_\_\_ 4. Property Posted:  
\_\_\_\_/\_\_\_\_/\_\_\_\_ 5. Dates Advertised: 1<sup>st</sup> \_\_\_\_/\_\_\_\_/\_\_\_\_ 2<sup>nd</sup> \_\_\_\_/\_\_\_\_/\_\_\_\_ 6. BOC Action: Approved  
\_\_\_\_\_ Denied \_\_\_\_\_ 7. Date Applicant Notified: \_\_\_\_/\_\_\_\_/\_\_\_\_

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