



*402 N. Main Street Salisbury, NC 28144*

Phone: 704-216-8588

## Historic Landmark Designation Applicant,

Thank you for your interest in the Rowan County Historic Landmarks Commission. The process of designating historic landmarks requires detailed information on the subject structure/property. To ensure the commission creates an accurate and complete designation report. Please provide complete and relevant historical documentation supporting the significance of the subject structure/property. This document serves as a guide to help you provide a complete application. Please provide responses in a separate document and attach support documents.

### 1. Historic Property Name

### 2. Property Location

### 3. General Information:

A. When was the structure(s) built?

B. Describe briefly the property, structures, and surroundings

D. The property acreage is \_\_\_\_\_.

E. Have any buildings on the property been moved from the original location? Yes  No

F. Do you know the name of the architect and/or builder?

4. **Has** the property been surveyed by any historic preservation projects? \_\_\_\_\_  
(Such as David Foard Hood's *Architectural Survey of Rowan County*)

### 5. Application Report: Supporting information

#### A. Description

1. Describe in detail the original and current appearance of the building(s), both exterior and interior, evaluating the property's integrity of design, 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. (*See attached Architectural Description Template*)

2. Describe the setting for both individual properties and historic districts. For example, is it in a commercial area, residential neighborhood, or a rural landscape?

3. Include a detailed floor plan for each building. This can be a hand drawn close to scale.

#### B. History

**Provide a detailed history of the property and explain why the property or district is historically or architecturally significant.** Be sure to include information on any significant local, statewide, or national historical events associated with the property, historical individuals related to it, and/or any historical trends with which it is associated. The information should clearly explain why the property is historically or culturally significant to Rowan County.

#### C. Map/Site Plan

Provide a street or road map with the location of the property marked on it. A hand-drawn map with the street and/or route numbers and a north arrow is acceptable. If there are several buildings on the property (such as a farmstead, school campus, or industrial complex), please provide a sketch site plan showing the location of all of the buildings

#### D. Photographs

For individual properties, please provide photographs showing all sides of the building(s), the interior, and views of all important interior features such as staircases, fireplaces and moldings. Outbuildings (if any) should also be photographed..

**Prints, CDs, and proofs of digital photos should be labeled with the name of the property, location, view, and date.**

#### E. Supporting Documentation and Resources:

Please include specific documentation. These items can include written family histories, census records, newspaper and book references.

#### APPLICATION CHECKLIST

Do you have the following items in your application packet?

- Completed Application
- Completed Support Documentation
- Physical description (question 8A)
- History/Significance (question 8B)
- Map marked with property location
- Site plan (multiple buildings/resources only)
- Photographs or CD-
- Resources and documentation

**Please send the application to:**

*Rowan County Historic Landmark Commission  
402 North Main Street, Suite 204  
Salisbury, NC 28144-4341*