

City of Sanford Local Historic Landmarks Application

The City of Sanford Historic Preservation Commission (HPC) will review properties which it believes appear eligible for designation as a City of Sanford Historic Landmark. Please consult the material below to determine whether you wish your property to be considered for such designation.

What is local historic landmark designation?

Local Historic Landmark designation is one of several tools to help preserve a part of our history. A local historic landmark is an individual property, which may be a building, structure, site, area, sign or other object, that has been designated by the appropriate governing board (depending on location) because the property has a special character, historic or aesthetic interest, or value. A property granted Local Historic Landmark designation should be so important that material alteration or demolition would have a negative impact on local cultural and/or architectural history.

By designating only certain properties for which application has been made, the local government is not saying that only these properties are significant, rather that these properties have been deemed significant enough to require some review before changes are made. These are the properties over which local government, with the support of the community, wants to maintain some control in order to preserve the community's heritage.

Landmark designation signifies recognition that the property is important to the heritage and character of the community and that its protection enriches all the community's residents. Generally, a property must be 50 years old to qualify for local historic landmark designation, although there are exceptions for properties with special significance.

How does a property obtain local historic landmark status?

An owner who is interested in pursuing local landmark designation should contact HPC staff and pick up a local historic landmark application. Once an application is complete, it is sent to the State Historic Preservation Office for comment. It then goes before the local HPC for review at a public hearing. Placement on the agenda does not guarantee that the City of Sanford Historic Commission will vote to recommend that the local governing board designate your property as a Historic Landmark. In most instances it will be the responsibility of the applicant (or similar) to fulfill the requirements of the application and prepare a report which documents the historic, cultural and architectural significance of your property.

It is advisable that you obtain the services of professional consultant since the research for the application can be quite extensive. Fees should be negotiated between you and the consultant you choose. The North Carolina Division of Archives and History maintains a list of consultants.

At the public hearing, the HPC will make a ruling and make a recommendation to the Sanford City Council. Finally, the City Council designates the landmark by adopting a designation ordinance for the property.

What factors do HPC members look for in determining if local historic deserves landmark status?

Unfortunately, not all properties over 50 years old are eligible for local landmark designation. The property must have some type of special significance and retain a strong degree of original integrity. The property should meet the HPC criteria: 1) associated with events that have made a significant contribution to the broad patterns of our history; 2) associated with the lives of persons significant in our past; 3) embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or, 4) have yielded, or may be likely to yield, information important in prehistory or history.

Ordinarily structures that have been moved from their original locations, reconstructions of historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years, shall not be considered eligible for local designation. However, the following exceptions shall be considered by the HPC:

- A building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person, event, or period.
- A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan when such building is documented to have had significance to the broad patterns of history in the community and when no other building or structure with the same association has survived. However, the HPC will not designate a reconstructed building which necessitated or contributed to the demolition or relocation of a historic property which: (a) has been recommended for local designation by the HPC; (b) is listed on the State Study List for the National Register of Historic Places; (c) is listed on the National Register of Historic Places; and/or, (d) carries some other local, State, or national historic designation.
- A reconstructed building which is at least 50 years old and which may be deemed significant because of what the structure reveals about the philosophy of museum village interpretation during the period in which built, rather than for what is revealed about the historic period which the structure was intended to depict.
- A property achieving significance within the last 50 years, if it is of exceptional importance.

What happens after a property is designated as a local historic landmark?

- The property becomes subject to the same review process described under Local Historic Districts above. Prior to making changes to any portion of the designated property, the property owner must obtain a COA from the HPC

- Under State law, the property owner may apply with the Lee County Tax Office for a 50% property tax deferral for the designated property. The tax deferral runs in perpetuity, unless the integrity of the property is lost or substantially impaired (other than by fire or natural disaster), or because the designation ordinance has been repealed. Each new property owner of a landmark must reapply for the deferral.

PROCEDURAL INFORMATION FOR LOCAL HISTORIC LANDMARK DESIGNATION

1. Applicant should call 919-775-8239 to get in touch with the staff of the City of Sanford Historic Commission to request application materials.
2. Applicant should complete a draft copy of the application and submit it to the staff for review. Please call the staff if there are any questions, but do not expect the staff to complete the application for you.
3. Ten copies of a final, complete, and correct application must be filed with staff at 226 Carthage Street, Sanford, NC 27330.
4. A processing fee of \$250.00 will be required with the submittal of the application. The fee shall be non-refundable.
5. After staff review of the application, it will be forwarded to the North Carolina State Historic Preservation Division of Archives and History for its comments and recommendations.
6. Following receipt of comments and recommendations from the Division of Archives and History, or the expiration of 30 days, staff will docket the application for consideration by the HPC and arrange for an advertisement of a public hearing on a proposed ordinance. The HPC usually meets on the fourth Monday of each month at 7:00 p.m. in the West End Conference Room of City Hall. The applicant will be informed of the date of the HPC meeting.
7. Consideration of an application may be continued to a later meeting in order to seek additional information, or for such other reason as the HPC may decide is appropriate. Staff will notify the applicant and the public of the HPC's public hearing. The applicant must be represented at these proceedings.
8. At the public hearing, the HPC will make a recommendation on the application and staff will prepare a report of this recommendation. Staff will then forward to the Sanford City Council a summary of information elicited through the public hearing process, and a request that the governing board schedule a public hearing on a proposed ordinance.
9. If the City Council votes to approve the property as a historic landmark, then the owner may apply to the tax office for the Local Historic Landmark tax deferral. This may be done by contacting the Tax Supervisor's office at 919-718-4661.

10. After a property has been designated as a historic landmark, any changes made to the property must be approved by the HPC through the filing of a Certificate of Appropriateness. Applications for Certificates of Appropriateness may be obtained from the staff of the HPC.

11. A Certificate of Appropriateness must be filed with staff of the HPC accompanied by sketches, drawings, photographs, specifications, descriptions, etc. as may be appropriate.

12. In major cases where the HPC deems it necessary, it may hold a public hearing concerning an application for a Certificate of Appropriateness.

APPLICATION

LOCAL HISTORIC LANDMARK DESIGNATION

For the purposes of the HPC, you do not have to write a volume on the history of the property for which you seek Local Historic Landmark designation, but you must prove to the HPC that the property is so important that materially altering or demolishing the structure would be detrimental to the architectural and cultural history of the City of Sanford. You must document to the HPC that your facts are true and correct. In many cases, legends and stories about properties become handed down as fact after a number of years. It is the responsibility of the applicant to weed out legend from fact for the HPC and to prove the historic and/or architectural value of your property. Keep in mind that after the HPC recommends a property for Local Historic Landmark designation, the application is passed on to the appropriate governing board for final approval. Therefore, you are providing information by which a public body of elected officials will determine whether or not to approve an ordinance. Achieving Local Historic Landmark designation depends in part on the completeness and validity of your research.

In order for your property to be considered, you must supply the following information.

1. Name of Property: _____
Street Address of Property: _____
City _____ State _____ Zip _____
Tax Parcel Number of Property: _____
(available from Lee Co. Tax Office)

2. Owner's Name: _____
Owner's Address: _____
City _____ State _____ Zip _____
Phone number (required): _____

If you are not the owner of the property, you must supply with this application a written statement of the owner's attitude about historic landmark designation or a copy of a letter you have sent to the owner soliciting the owner's attitude. If neither of these is provided, the application will not be processed.

I hereby attest that I have read the attached consequences of historic landmark designation and affirm that I do favor having the property defined herein designated as a historic landmark.

_____ Date: _____
(Signature of Owner)

3. Amount of Land To Be Designated (acreage) _____
4. Tax Block(s) _____ Tax Lot(s) _____

Please complete the following information on continuation sheets

5. 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.
6. 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?
7. Do you have any old photographs of the structure? If so, do you know the dates of the photographs?
8. How has the building been passed down through the years, from whom to whom (i.e., a chain of title)?
9. What was the structure's original use, if different from today? Has the building ever been moved? List the sources of your information.
10. What is the significance of this property? (Please be specific and to the point.) Include a list of sources for your information.
11. 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?
12. 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.

In addition to the original written application, the following materials must be submitted:

- Color digital files showing all sides of the main structure and any outbuildings (may include architectural details, exterior, which add to the property's significance)
- A tax map showing the location of the property, including any buildings and appurtenant features.
- Scheduling and conducting a site visit to the property by members of the HPC.

The following information is true and correct to the best of my knowledge.

Date Signature of Property Owner

Mailing Address:

Telephone:

INSTRUCTIONS

LOCAL HISTORIC LANDMARK DESIGNATION APPLICATION

If you would like to have your property considered by the HPC for designation as a Local Historic Landmark, the application form must be completed in detail. It cannot be overemphasized that the history and significance of your property must be fully documented.

1. Name of Property: Please include the historic and/or common names if they can be determined.
2. Owner's Name & Address: We will need to know in what name legal title to this property is held or how it is listed on the deed.
3. Amount of Land to be Designated: Please state exactly what amount of land is to be included in the designation. Usually this included entire tax lots. Please provide total acreage.
4. Tax Block and Lot Number(s): This will be the block and lot number(s) as shown on your tax listing and will correspond with the records in the Tax Department.
- 5-9. These questions are self-explanatory.
10. There are many possible areas of significance for a property, ranging from architecture to agriculture and beyond. Please choose the area(s) which apply to your property and explain them succinctly.
- 11-12. These questions are self-explanatory.

REMEMBER: The HPC and the governing board will not approve incomplete or undocumented Local Historic Landmarks applications!

Legal Consequences of Historic Landmark Designation

This document represents the understanding of the pertinent legislation held by the City of Sanford HPC 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." G. S. 160A-400.5.
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." G. S. 105-278.
3. The owner of a "historic landmark" must secure a Certificate of Appropriateness from the HPC 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. G. S. 160A-400.14.
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. G. S. 160A-241 and G. S. 40A-3 (b) (8)

For further information, call Historic Preservation staff at 919-775-8239.