



# Local Historic Landmark Designation Review Process

## Contact Information

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## Overview

Currituck County recognizes the value of its historic heritage and has established a Historic Preservation Commission in order to safeguard county heritage by preserving local landmarks. The Historic Preservation Commission maintains an inventory of properties of historical significance that are eligible to apply for local landmark designation. A local historic landmark is a property so designated by the Board of Commissioners as a property of special significance in terms of its historical, prehistorical, architectural, or cultural importance and that possesses integrity of design, setting, workmanship, materials, feeling, and association. Property owners can apply to have their property designated as a local historic landmark.

## Step 1: Pre Application Conference (Optional)

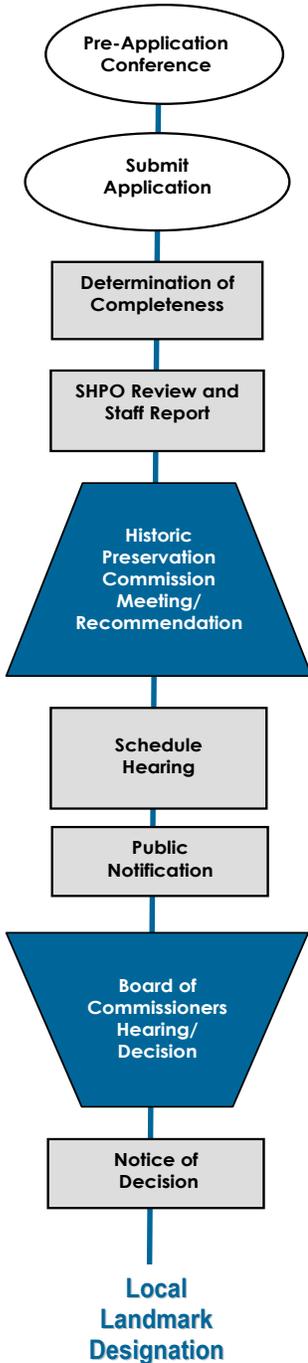
The pre-application conference is an opportunity for the applicant to determine the submittal requirements and the procedures and standards applicable to the Local Historic Landmark Designation and for county staff to offer the applicant guidance and resources for completing the application and Local Landmark Report.

## Step 2: Application Submittal and Acceptance

The applicant must submit a complete application packet. A complete application packet consists of the following:

- Completed Local Historic Landmark Application
- Local Landmark Report (prepared by applicant or consultant) and supporting documentation
- Application Fee (\$100)
- One hard copy of the application, local landmark report, and supporting documentation
- One PDF digital copy of the application, local landmark report, and supporting documentation

On receiving an application, staff shall, within ten business days, determine whether the application is complete or incomplete. A complete application contains all the information and materials listed above and is in sufficient detail to evaluate and determine whether it complies with appropriate review standards. If an application is



determined to be incomplete, the applicant may correct the deficiencies and resubmit the application for completeness determination. Failure to resubmit a complete application within 45 calendar days after being determined incomplete will result in the application being considered withdrawn.

### Step 3: Staff Review and Report

Once an application is determined complete, it will be forwarded to the State Historic Preservation Office (SHPO) for review and comment. Following receipt of comments from SHPO or the expiration of 30 days, staff will prepare a report and draft a proposed designating ordinance.

### Step 4: Advisory Body Review and Recommendation

After the staff report and proposed designating ordinance are prepared, staff shall schedule the ordinance for a public hearing with the Historic Preservation Commission. The applicant must be in attendance at the public hearing. The Historic Preservation Commission shall consider the application, relevant support materials, staff report, and any public comments. It shall then recommend approval, amended approval, or denial of the proposed ordinance. Consideration of an application may be continued to a later meeting in order to seek additional information or for such other reason as the Commission may decide is appropriate. The Historic Preservation Commission shall provide a recommendation on an ordinance it reviews within 60 days from the date of its initial meeting to consider the ordinance.

### Step 5: Public Hearing Procedures, and Decision-Making Body Review and Decision

Staff will forward a summary of information elicited through the public hearing process and a request that the Board of Commissioners (BOC) schedule a public hearing on the proposed ordinance. The applicant must be in attendance at the public hearing. During the public hearing, staff will present the proposed ordinance and recommendation to the BOC. The applicant will then have the opportunity to present any information they deem appropriate. The public may be permitted to speak in accordance with the BOC rules of procedure, or at their discretion, as appropriate, in support of or in opposition to the application.

Following the public hearing the BOC will consider the commission's designation report, its recommendation, the department's recommendation, and comments made at the public hearing and may adopt the ordinance as proposed, adopt the ordinance with amendments, or reject the ordinance.

### Step 6: Local Landmark Ordinance Adoption or Denial

Upon adoption of the local landmark designating ordinance, staff will, within 30 days of adoption, send the owner(s) of the landmark(s) notice of the designation, explaining the substance of the commission's decision, file one copy of the ordinance in the office of the county's register of deeds, and notify the county tax assessor's office of the landmark designation.

Upon disapproval of a designation report, a copy of the minutes of the meeting of the decision to deny will be provided to the owner of the property proposed for designation, together with correspondence explaining the substance of the commission's decision.

### Step 7: Certificate of Appropriateness Requirement

Properties designated as local historic landmarks shall be subject to the certificate of appropriateness review process for any exterior changes made to the property. Applications for certificates of appropriateness may be obtained in the Planning & Community Development Office.



# Local Historic Landmark Designation Application

OFFICIAL USE ONLY:	
Date Filed:	_____
Gate Keeper:	_____
Amount Paid:	_____

## Contact Information

<b>APPLICANT:</b>	<b>PROPERTY OWNER:</b>
Name: _____	Name: _____
Address: _____	Address: _____
Telephone: _____	Telephone: _____
E-Mail Address: _____	E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: \_\_\_\_\_

## Request

Landmark Name(s) (include common and historic names): \_\_\_\_\_

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

Parcel Identification Number: \_\_\_\_\_ Tax Value of the Property: \_\_\_\_\_

## Acknowledgement

I hereby attest that I have read the attached consequences of Local Historic Landmark Designation and affirm that I do favor having the property defined herein designated as such. For a complete application, ALL owners must sign.

Signature of Owner(s) (Required) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner(s) (Required) \_\_\_\_\_ Date \_\_\_\_\_

# Local Landmark Report

*The state enabling legislation requires that a historic landmark property meets two criteria: first, that it is **significant** and second, that it retains **integrity**. The submitted report shall contain all of the following information for the application to be considered complete.*

- Provide a clear summary statement of the property's significance and degree of integrity.
- Describe the buildings and portion of land that are to be included in the designation including a justification for the proposed boundary. Provide a complete architectural description of the property.
- Provide 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.
- Provide a narrative of the property's history that focuses on points relevant to the significance and integrity criteria (include dates of original construction, additions or alterations).
- Describe historical significance including period and association with a historic event or historically significant person.
- Describe prehistorical significance.
- Describe architectural significance including building style, type of construction or engineering, and design elements.
- Describe archaeological significance.

## Supporting Documentation:

- Digital photographs that clearly show the overall property in its current condition
- At least 1 digital photograph of each building side
- Supporting photographs that illustrate architectural features, spatial relationships, orientation, size, scale, proportion and texture, or which otherwise illustrate context
- Any additional historic photographs
- A site plan showing:
  - the property's location
  - location of primary structures
  - location of all outbuildings and appurtenant features (e.g., a well)
  - major landscape and hardscape features such as large, ancient trees, driveways, and walkways
  - boundaries of the proposed designation



# Legal Consequences of Local Historic Landmark Designation

## Historic Preservation Commission

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

- 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.
- The owner of a historic landmark must secure a Certificate of Appropriateness from the Historic Preservation Commission before any material alterations, restoration, removal, or demolition of any exterior feature of a historic landmark may occur. G.S. 160A-400.9.
- 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.
- A suitable sign may be placed on a historic landmark or upon a street front property line. G.S. 160A-400.5.