



# TOWN OF WRIGHTSVILLE BEACH HISTORIC LANDMARK DESIGNATION PROGRAM APPLICATION

## 1. The Historic Landmark Designation Process:

- 1) Application, property report, and \$500 filing fee are received by the Town
- 2) Application reviewed in the form of a public hearing before the Historic Landmark Commission
- 3) Report sent to the State for review and comment
- 4) Application reviewed in the form of a public hearing before the Planning Board
- 5) Application reviewed in the form of a public hearing before the Board of Aldermen

## 2. Property Reports: What Makes a Property Worthy of Local Historic Landmark Designation?

A report on the property's historical significance shall be submitted as application for review. Copies of approved designation reports are stored on file in the Planning & Inspections office and are available as a reference. In order to be designated as a local historic landmark, a property must be at least 50 years old, have special historical significance, and maintain integrity of design, setting, workmanship, materials, or association. (Sometimes exceptions can be made to the 50-year requirement if the property has particular significance).

To have historical significance, a property must meet at least **one** of the following criteria:

- It is associated with events that contribute significantly to the history of the area
- It is associated with the life of a significant historical figure (local, regional, or national)
- It represents the work of a master craftsman or possesses high artistic values
- It has yielded or is likely to yield important historical information

A property has integrity if viewing the property conveys historical significance to the observer. Aspects of integrity include:

- **Design:** The use of space and combination of elements such as ornamentation, materials, layout and form, convey the style of the property as it was originally conceived. The property has been maintained but not significantly altered from its original style.
- **Setting:** The surrounding elements such as the trees, bushes, fences, and storage structures maintain and enhance the historical significance of the property.
- **Workmanship:** The method of building conveys historical significance.
- **Materials:** The current components of the building are original to the property and not a re-creation. The existing structure is a maintained original structure, not a replica of the original structure.
- **Feeling:** The property evokes a sense of a particular time period.
- **Association:** The property is directly connected to a significant event or person.



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### **3. Property Reports: What should be included in the report?**

For each proposed historic landmark, a report must be submitted detailing its historical, pre-historical, architectural, or cultural significance. The information in this report provides the basis for deciding whether a property should be designated as a landmark. The report should describe the findings of the investigation, providing information on each of the criteria for significance and integrity outlined above. It should include the following:

- The property's name (both common and historical names, if they can be determined).
- The property's location (street address).
- The name(s) and address(es) of the property's current owner(s).
- A concise statement of what is included in the proposed designation (structure(s), land, etc.).
- Justification of the boundaries of the property proposed for designation.
- The date of construction and of any later alteration(s).
- An assessment of the property's historical, pre-historical, architectural, or cultural significance.
- An architectural or archaeological description of the physical elements of the property that is integral to its significance.
- A discussion of the property's historical background, period, and locality.
- An evaluation of the property's integrity of design, setting, workmanship, materials, feelings and association.
- A current photograph that clearly shows the overall property and supplementary photographs that show details, other facades and setting.
- Interior photographs if interiors are proposed for designation.
- A site plan showing the property's location, including the locations of any outbuildings and appurtenant features, and the boundaries of the area proposed for designation.
- The appraised value of the property.
- Any other information the local governing board deems necessary.



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#### **4. What Historic Landmark Designation Means:**

Once a property is designated as a historic landmark, the owner cannot demolish the property, move it, or substantially change the exterior features without a Certificate of Appropriateness (COA) issued by the local Historic Landmark Commission.

As a result of Historic Landmark designation, landmarks are subject to a 50% tax deferral for the real property designated. If a property is demolished or substantially altered to such an extent that it no longer retains historical significance, the Town or the property owner can request a repeal of the ordinance designating the property as a local historic landmark. Once the ordinance is repealed, the property owner is required to pay three years of back taxes.

#### **5. The Wrightsville Beach Historic Landmark Commission Meetings:**

The Historic Landmark Commission meetings will commence at 4:00 p.m. in Council Chambers of Town Hall, 321 Causeway Drive, Wrightsville Beach, NC. Please submit a property report and \$500.00 filing fee at least 30 days prior to the scheduled meeting date. The 2015 Historic Landmark Commission Meeting Schedule is available on the Town's website [www.townofwrightsvillebeach.com](http://www.townofwrightsvillebeach.com) please contact the Department of Planning and Inspections for specific upcoming meeting information.

#### **6. Contact:**

For more information regarding the historic landmark designation process and commission meeting schedule, please contact Zachary Steffey at 910-239-1748, or by email at [zsteffey@towb.org](mailto:zsteffey@towb.org).