

Checklist for Submitting a Local Designation Report to the NC HPO

Yes No N/A	General Information	Guidelines Reference	Comments
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• Common and Historic Names for Property	• General Information 1.1	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• Physical Address or Location	• General Information 1.2	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• Tax Parcel Identification Number (PIN)	• General Information 1.3	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• Current Owner(s) Name(s)	• General Information 1.4	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• Current Owner(s) Mailing Address	• General Information 1.5	
Yes No N/A	Abstract	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. A clear summary statement of the property's special character/significance and degree of integrity.	• Abstract 2.1	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. A clear explanation regarding why the property is being proposed for designation.	• Abstract 2.1	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. A concise statement of what buildings, interior features and portion of land are proposed for designation.	• Abstract 2.2.	
Yes No N/A	Historic Background/Context	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• A description of the property's history that clearly focuses on its special character and integrity.	• Historic Background 3.1	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• Chain of title (if the property's significance is associated with a significant individual)	• Historic Background 3.1	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• Date(s) of original construction. Chain of title may also be used to provide evidence of construction date.	• Historic Background 3.2	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	• Date(s) of all additions and/or alterations	• Historic Background 3.3.	

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Yes No N/A	Assessment	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>A complete description of the property's historic, prehistoric, architectural and/or cultural significance for one or more of the following reasons:</p> <ul style="list-style-type: none"> • Association with a historic event • Association with a historically significant individual • Its architectural style or its type of construction or engineering • Its archaeological potential 	<ul style="list-style-type: none"> • Assessment 1.1 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • A complete architectural description of the property. 	<ul style="list-style-type: none"> • Assessment 1.2 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • A description of any elements that contribute to the property's archaeological significance. 	<ul style="list-style-type: none"> • Assessment 1.3 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>A complete and thorough evaluation of the property's</p> <ul style="list-style-type: none"> • Integrity of design • Setting • Workmanship • Materials • Feeling • Association • Location <p>Fully accounting for all alterations to the property, including those which detract from the property's significance.</p>	<ul style="list-style-type: none"> • Assessment 1.4 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • A clear and complete description and justification of the proposed designation boundaries for the property should be included in the narrative. • A Proposed Designation Boundary Map should also be included (see Supporting Documentation (5.4)) 	<ul style="list-style-type: none"> • Assessment 1.5 	

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Yes No N/A	Supporting Documentation	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Digital photographs that clearly demonstrate the current overall condition of the property <ul style="list-style-type: none"> At least 1 digital image of each elevation At least 1 digital image of each interior proposed for designation Supporting photographs that clearly highlight architectural features At least one photo of the site that provides context Digital images of the property should be submitted to the Local Government Coordinator via email or Dropbox 	<ul style="list-style-type: none"> Supporting Documentation 5.1(a-d) 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> A sketch floor plan of the building(s). It does not have to be professional or to scale but should clearly demonstrate the arrangement of spaces. 	<ul style="list-style-type: none"> Supporting Documentation 5.2 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A site plan (does not have to be to scale) showing: <ul style="list-style-type: none"> Property's location Location of primary structures Location of outbuildings Location of all major landscape features Proposed designation boundaries 	<ul style="list-style-type: none"> Supporting Documentation 5.3(a-e) 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> A plat or tax map, including the tax appraised value of the property A map clearly outlining the proposed designation boundaries for the property. Map should include a title that defines it as the Proposed Designation Boundary Map, road labels and a North arrow 	<ul style="list-style-type: none"> Supporting Documentation 5.4 	
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Any other information the local governing board deems necessary 	<ul style="list-style-type: none"> Supporting Documentation 5.5 	

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Yes No N/A	Bibliography/Source Citations	Guidelines Reference	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> All reports should include a bibliography and source citations. Reports submitted without a bibliography will be considered incomplete 	<ul style="list-style-type: none"> 6.1 	