

**Historic Resources
In Forsyth County**

A Source Book





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Publication Date: May 2007

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1. Introduction



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Introduction

Forsyth County has long been a leader in historic preservation efforts beginning with the restoration of Salem in the mid-20th century. Over time, recognition and protection of the community's historic resources has become widespread. Boasting several National Historic Landmark Districts, numerous National Register districts and properties, locally zoned historic districts, and over 100 Local Historic Landmarks, Forsyth County recognizes historic preservation as an essential component of its vibrant and unique fabric. Even so, there are other, as yet undesignated, historic areas and properties which can benefit from the tools that historic preservation can yield.

A difficulty in determining appropriate preservation options arises when one begins to tackle the dizzying array of governmental agencies involved, formal statutes and ordinances to follow, appropriate rehabilitation practices, variety of architectural styles, and available incentives. Thus, the time has come for Forsyth County to have its own sourcebook of information for those interested in historic resources – a compact reference of organizations, agencies, contacts, techniques, styles, etc. – that can be utilized whenever needed.

Who will this Sourcebook benefit? It has been developed for everyone involved or interested in historic preservation – professional or volunteer, architect or homeowner, public official or educator. In a nutshell, anyone impacted by a historic building or place. Hopefully, you will find that the topics here clearly and concisely present the most valuable information on preservation's many facets. It should be noted that the technical subjects contained in this manual are not expected to be exhaustive. With the vast amount of data that exists today, such is not possible within the confines of this Sourcebook. Rather, they should serve as helpful, basic guides.

In hard copy format, the Sourcebook has been presented in a three-ring binder format. Ironically, preservation information is always changing, and so we hope that as information or contacts change, updated information will be available to insert in its place. Additionally, we enthusiastically recommend

that when you find additional information on preservation, just go right ahead and pop it in the notebook! Then, send us a copy so we can possibly include it in future editions.

**The Sourcebook and its updates
will also be available online at
<http://www.forsythcountyhrc.org>.**

We hope that this Sourcebook becomes dog-eared and worn due to active use. Our goal is that everyone who knows of this resource will come to look for it whenever they are in need of preservation information.

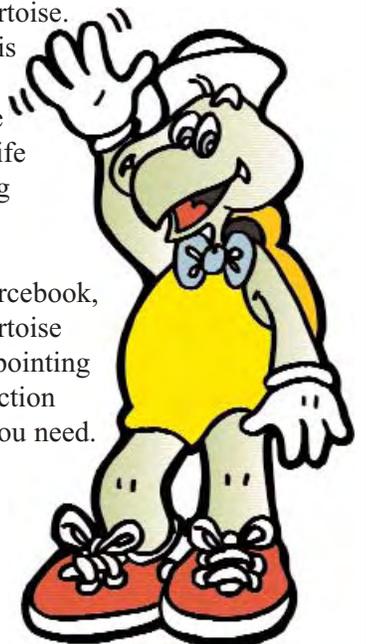
As Winston Churchill once said, "We shape our buildings, and afterwards our buildings shape us." It is our ultimate wish that this Sourcebook will be of valuable assistance in shaping the future of the community.

Hiram the Historatoroise

We would like to introduce you to our esteemed colleague, Hiram the Historatoroise.

The Historatoroise is a wise and revered member of the turtle family with a long life span and outstanding interpersonal and directional skills!

Throughout the Sourcebook, Hiram the Historatoroise will be your guide, pointing you in the right direction to the information you need.



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2. Forsyth County Historical Overview



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Forsyth County Historical Overview

The history of Forsyth County spans centuries and is one of the most valuable and significant assets of our community. Settlement in what is today known as Forsyth County goes back 10,000 years. The earliest inhabitants of the area consisted of Native American tribes who settled along the banks of the Yadkin River and other creeks and streams. During the first portion of the 18th century, the area was sparsely settled by hunters, trappers, and Native Americans. However, organized settlement of the area did not occur until 1753, with the arrival of the Moravians.

A. MORAVIAN HERITAGE

The Moravians were members of an ancient Protestant and Episcopal Church, which had its roots in what is now the Czech Republic. Forerunners of the Moravians were followers of John Hus, a Protestant martyr, who was burned at the stake by the Roman Catholic Church in 1415 for alleged heresies. In the early 1700s, after many years of persecution, some members of the sect found refuge on the estate of Count Nicholas Lewis von Zinzendorf, a nobleman who lived in Protestant Saxony. Under Zinzendorf's leadership, the church was reorganized and the term "Moravian" became the official name of the church. The name refers to the fact that many church members came from the province of Moravia.



The early Moravians were extremely interested in missions, and this emphasis led them to America in 1736 to establish a permanent home for themselves and to "Christianize" Native Americans. Early attempts at settlement led the Moravians to Savannah, Georgia, but they were unsuccessful due to the climate and neighbors who insisted the group become active in a military dispute between the English and the Spanish. Because the Moravians were pacifists, opposed to military involvement, they soon left the area. In 1740, Moravians purchased 500 acres of land in Pennsylvania and built Bethlehem, which was the first permanent Moravian settlement in the United States.

Twelve years later, the Moravians had established a reputation as good colonists. As such, Lord Granville of England invited them to purchase a tract of his land in North Carolina. So in 1752, Bishop August Gottlieb Spangenberg and a group of Moravians traveled from Bethlehem to North Carolina to search for a suitable 100,000-acre tract on Granville's land.



Map of Wachovia in North Carolina, 1766, by Philip Christian Gottlieb Reuter (Courtesy of Moravian Archives, Herrnhut, Germany)

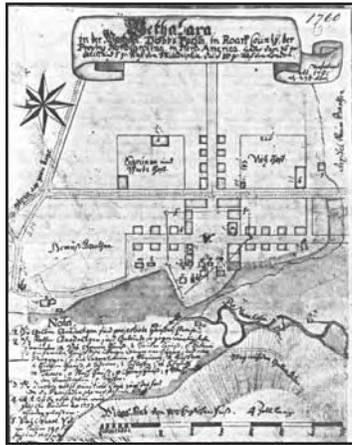
After searching for almost five months, the survey party located a tract that Spangenberg thought "had been reserved by the Lord for the Brethren." Spangenberg called it "Der Wachau," or "Wachovia" after Count Zinzendorf's ancestral estate in Europe. Once negotiations with Lord Granville were complete, the Moravians left for Wachovia in 1753. A group of fifteen men reached the site of Bethabara in the fall of 1753.

Bethabara, the first Moravian settlement in North Carolina, was established as a closed communal village. However, within a few years of its founding, Bethabara became a thriving center for trade, industry, religion, and government. The village attracted outside settlers, who sought the products of its skilled craftsmen. Over 75 buildings were constructed in Bethabara during the first 20 years of the settlement's existence. During the French and Indian War



Bethabara Gemeinhaus (Courtesy of Old Salem Museums and Gardens, Winston-Salem)

(1753-1762), Bethabara constructed forts and served as a defensive center for settlers in the region.



Bethabara, which means "House of Passage," was not intended to become the central settlement in the Wachovia Tract. Rather, it was to be a community from which to base construction of the Tract's other towns, notably Salem, which was to be the central town.

Map of Bethabara in Wachovia, 1760, by Philip Christian Gottlieb Reuter
(Courtesy of Moravian Archives, Southern Province, Winston-Salem)

ing community that allowed both Moravian and non-Moravian settlers. Bethania was the first planned town lot in the Wachovia Tract. Originally consisting of 2,000 acres, the town was laid out in a German agricultural pattern by the surveyor Christian Gottlieb Reuter. The town lots flanked a main street running north and south of a central square, with garden plots extending out in each direction. Most of the structures in Bethania date from the late-18th century and early-19th century; however, there are also significant landscape viewsheds remaining, as well as later structures of architectural/historical integrity.



Map of Bethania in Wachovia, 1759, by Philip Christian Gottlieb Reuter
(Courtesy of Moravian Archives, Bethlehem, PA)

The Moravians established Salem in 1766 as the central town for the Wachovia Tract. It was a congregational town, where the Moravian Church regulated economic activity, architectural details, and residents' lives. In keeping with the Church's spiritual philoso-



Bethania
(Courtesy of Michael O. Hartley)



Salem
(Courtesy of Old Salem Museums and Gardens, Winston-Salem)

phy, the congregation was divided into "choirs" with members of the same age, sex, and marital status living and working together. The craftspeople of Salem were known for their skills, and they made the town a commercial hub of the North Carolina Piedmont, providing housewares and other goods for backcountry settlers. As the areas surrounding Salem grew, the Church's control of community life decreased. By the middle of the 19th century, Salem ceased to function as a congregational town.



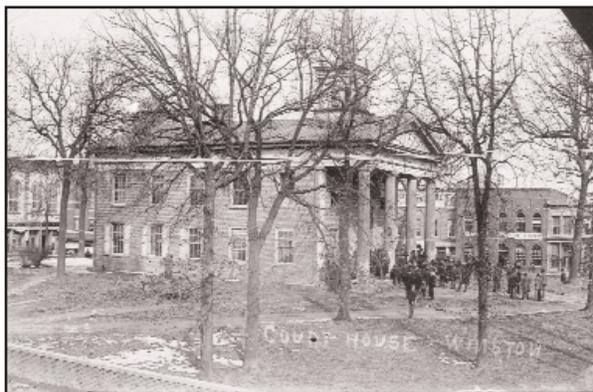
Map of Salem, from a Detail of the Salem Town Lot, 1774, by Philip Christian Gottlieb Reuter
(Courtesy of Moravian Archives, Southern Province, Winston-Salem)

B. INDUSTRIALIZATION & PROSPERITY

During the first half of the 19th century, there were many changes that occurred in the Moravian communities. Increased exposure to "outside" influences began to affect the rules and attitudes of these congregations. Strict Moravian Church control of property and personal lifestyles began to ease. In 1848-1849, the North Carolina General Assembly was petitioned to divide Stokes County, the county in which Salem (and Wachovia) had been



located. In doing so, the petition requested formation of a new county named for Col. Benjamin Forsyth, a hero in the War of 1812. This new division was approved, and it affected Salem drastically when Salem Congregation was asked to sell land to the new county for a courthouse and county seat. Conservative members of the Congregation opposed the location of a courthouse next to the town of Salem. (During that period of time, court sessions were notorious for attracting raucous crowds and "undesirable" visitors.) However, progressives in Salem argued that the town stood to reap great economic benefits if the new county seat grew nearby. It was argued that Salem would lose trade if the new town were located away from Salem. This economic argument prevailed, because in 1849, the leaders of Salem Congregation voted to sell Forsyth County approximately 51 acres immediately north of the northern boundary of Salem. In 1851, the new town received the name of Winston, after a Revolutionary War hero, Major Joseph



First Forsyth County Courthouse, built 1850
(Courtesy of Forsyth County Public Library Photograph Collection, Winston-Salem)

Winston of Germanton. The courthouse square was laid one mile north of Salem Square with plans for the streets of the two towns to run together. This newly created secular town greatly affected the Moravian Church's continuing struggle to control Salem and its citizens. In 1845, the Church abolished German as its official language, and in 1856, real control ended when the Church abolished its control over businesses, land ownership, and residency. In December 1856, Salem was incorporated by the General Assembly as a North Carolina municipality.

During the second half of the 19th century, particularly following the Civil War, Forsyth County underwent drastic and far-reaching changes both physically and philosophically. The 1870s marked the end of political reconstruction and the beginning of North Carolina's industrial revolution.

The late-19th century was a period marked by expansionism and industrialism. New railroad lines, new tobacco factories, new neighborhoods, and new wealth all contributed to the new face of Forsyth

County in the late-19th and early-20th centuries. With the expansion of the state's railroad system, the 1870s proved to be a monumentally important decade in the history of Forsyth County. During this time, Winston's first tobacco factory, tobacco warehouse, and plug tobacco factory were established. Construction firms were also formed, as was Wachovia National Bank. Of extreme significance was the completion of a railroad connection from Greensboro to Winston in

1873. Among the many tobacco manufacturers that this



View of Fourth Street looking west from Main Street, ca. 1898
(Courtesy of Forsyth County Public Library Photograph Collection, Winston-Salem)



R.J. Reynolds Tobacco Company, Factory 12, Chestnut Street, ca. 1920s
(Courtesy of Forsyth County Public Library Photograph Collection, Winston-Salem)

new connection attracted was Richard Joshua Reynolds in 1874. In 1875, Reynolds opened his first factory; in that year it manufactured 150,000 pounds of plug tobacco. Winston, Salem, and Forsyth County continued rapid expansion in the last decades of the 19th century. During the early years of the 20th century, Winston and Salem continued to grow closer until 1913, when the two towns, which had such separate roots, consolidated under the name Winston-Salem. From the time of this union through the decade of the 1920s, there was a period of growth not equaled since the 1870s and 1880s in Forsyth County.

During the period from about 1915 to 1930, Winston-Salem was the largest city in North Carolina. The population growth and "era of success" in the city was precipitated by the phenomenal growth of industry in the Twin City and the accompanying wealth that it engendered. In 1900, the Hanes family sold their tobacco business to R.J. Reynolds and then they separately pursued the textile industry. The P.H. Hanes Knitting Company was incorporated in 1903 and was located in the manufacturing district of Winston. However, in 1910 the company built a plant west of the city, around which Hanes built a village named "Hanestown." Other textile concerns included the Hanes Hosiery Mills and the Hanes Dye and



Hanes Mill Village Houses, ca. 1938
(Courtesy of Forsyth County Public Library Photograph Collection, Winston-Salem)

Finishing Company. In 1913, the first "modern-type" tobacco blend, known as Camel cigarettes, went into production by R.J. Reynolds Tobacco Company. Camel cigarettes revolutionized the marketing of tobacco and became the number one selling cigarette in America.

Rapid expansion carried with it positive results. The new wealth and business climate in the community created a more ambitious building program; the city spread its limits and professional architects came to Winston-Salem to design elaborate homes and offices; and the economy soared. Expansion of both residential and commercial areas in Winston and Salem were unabated between 1910 and 1929. During this period of time, suburban neighborhood developments began to proliferate. The City of Winston-Salem did not want these new neighborhoods to draw

some of the best taxpayers outside the city limits, and so in 1919, Winston-Salem's corporate limits were expanded.

As might be expected, the tremendous building boom of the 1920s diminished

during the Great Depression. Another explosion in the community's growth did not occur until after World War II. In fact, the 1950s and 1960s surpassed the 1920s in new construction. Most of the new construction was due to the expanding suburbs built to accommodate Winston-Salem's increase in population. New and expanded industries came to the community in rapid succession during the mid-20th century. Western Electric, R.J. Reynolds, Hanes Corporation, and others constructed large plants outside the city limits as part of the move away from the center city.

Even though an exodus began from the center city during that time, in 1947 the first inner city "neighborhood revitalization" project began in Winston-Salem. Civic leaders recognized that the former town of Salem was threatened by commercial development and many of the city's most historic structures were endangered. Largely in response to the threats to Salem, the City-County Planning Board was established in 1948. Together, with the Winston-Salem Board of Aldermen, the City-County Planning Board worked to create Old Salem as the first historic district in North Carolina. The private, nonprofit organization of Old Salem, Inc. was established in 1950 to preserve and restore the unique Moravian town. Similarly, in 1955, leaders in the Moravian Church recognized the need to preserve and restore Bethabara, the first Moravian settlement in North Carolina. In 1966, Bethabara was established as the City's second historic district.

New educational opportunities during the mid-twentieth century also were recognized. In 1951, 320



Buena Vista Road, ca. 1920s
(Courtesy of Forsyth County Public Library Photograph Collection, Winston-Salem)



Wake Forest College Campus, 1957
(Courtesy of Forsyth County Public Library Photograph Collection, Winston-Salem)

acres of the Reynolds family estate were donated by Charles and Mary Reynolds Babcock for the construction of a new campus for Wake Forest College, and in 1956, the College moved from Wake Forest, NC, to its new home on part of the Reynolda estate.



Aerial View of Thruway Shopping Center and Interstate 40 under Construction, 1957 (Courtesy of Forsyth County Public Library Photograph Collection, Winston-Salem)

In 1956, another blow came to downtown Winston-Salem, when Thruway, the city's first suburban shopping center was constructed. The first of many of its kind, Thruway lured shoppers away from downtown, and the central city began to experience a nationwide trend of emphasizing office use over commercial establishments. Beginning in the 1960s, City officials began an effort to revitalize downtown and planned an extensive building program, much of which concentrated on office space and government buildings.

C. AFRICAN-AMERICAN HISTORY

African-American history traces its beginnings to the settlement of Wachovia, in what is today Forsyth County. During the first half of the 19th century, the Moravian community experienced many changes that resulted from an increasing exposure to non-Moravian influences. In particular, the rules and attitudes of the residents of Salem began to change, including the attitudes towards African-Americans. In the mid-18th century when the Moravians arrived in Forsyth County, slavery was seen as a completely unacceptable practice. Yet, by the late-18th century Moravians were more aware of the attitude of neighboring non-Moravians toward African-Americans, and they were feeling more pressure to conform to the racial relationships practiced by those outside the

Moravian faith. By the beginning of the 19th century, the Moravians as a group had grown more tolerant of the institution of slavery, and in fact, many were interested in owning slaves. However, in 1814 Church elders decided that slavery lessened the work ethic of whites and an existing rule barring African-Americans in Salem was confirmed. Yet by the 1820s, some Moravians owned slaves against the Church's rule.

In 1822, the Salem Female Missionary Society was formed and one of its chief missions was to organize religious work among African-Americans. The Society began a separate congregation for blacks and a small log church, St. Philip's Moravian Church, was consecrated in Salem in 1823. Several years later the Society began a Sunday School for African-Americans, where reading, writing, and Bible study were taught. However, in 1830 the literacy projects had to be discontinued when the North Carolina General Assembly enacted a law reinforcing the slave code that had prohibited education for slaves. By 1847, the Church had abolished all restrictions on buying or owning slaves.



St. Philip's Moravian Church (Courtesy of Old Salem Museums and Gardens, Winston-Salem)

When the new town of Winston was established in the mid-19th century, it rapidly grew into a city rich with industrial development and resulting population growth. At that time, almost all of the industry workers were white. Slaves and free blacks made up less than 14% of the population – most were on farms where the majority of county residents lived. As late as 1860 the total number of slaves in the towns of Winston and Salem was only slightly over 300. Local manufacturing was confined to three wagon works, one textile mill, one flour mill, and two carriage works in Salem, Winston, and Waughtown. By 1870, Winston was still a small town and tobacco manufacturing as an industry was fairly unrecognized.

As stated earlier, an event of monumental proportion occurred in 1873 when the railroad connection from Greensboro was completed. By 1880, after the rapid explosion of the tobacco industry, Winston's population quickly multiplied. In fact, between 1870 and 1890, the population had almost quadrupled. The rail connection attracted new entrepreneurs and provided jobs and opportunity. Additionally, the rail line made possible the successes of the African-American population it drew. Among the new entrepreneurs was R.J. Reynolds, and by 1876 his worth was between \$20,000 and \$30,000. Reynolds and others like him contributed to the rapid transformation of the small towns of Salem and Winston into an industrial city. Reynolds was known for his almost total dependence on black labor, and his company sent trains to South Carolina and eastern North Carolina to bring back factory workers. Many were black tenant farmers lured by stories of ready pay and steady work, and Reynolds' trains returned them to their families each weekend. As these African-Americans came for what were then seasonal jobs, they settled in the north and eastern portions of the city, especially in the Depot Street area around the new Reynolds factories. These temporary workers lived in rows of small quarters near the factories and the train tracks. By the 1880s, the thousands of people rushing to Winston to work in the factories created an equal demand for housing and services. By that time, African-Americans comprised approximately 40% of the population. The neighborhoods surrounding the factories expanded, and it is believed that several small African-American businesses were started.

The 1890s were a time of continued growth and expansion of Winston and Salem as the cities' population grew to 14,000. The black population in Winston more than doubled in ten years. Additional tobacco factories were established and other industries were developing, i.e., foundries, textiles, and furniture. African-Americans were involved in all of these industries except textiles, which only employed white workers. During this time, the need for African-American housing led to the development of new neighborhoods. Boston Cottages, north of Winston, was a speculative development for black residents. Also during this decade, the Columbian Heights neighborhood was built east of Winston for black professionals and was closely tied to the establishment of Slater Industrial Academy, a school for African-Americans. Simon Green Atkins, one of Forsyth County's most outstanding citizens, was responsible for founding the Academy. Atkins came here in 1890 to be the principal of the Depot Street School, which



Dr. Simon Green Atkins (front, left) & 1915 student body of Slater Industrial Academy
(Courtesy of Forsyth County Public Library Photograph Collection, Winston-Salem)

was the largest and most important public school for African-Americans in North Carolina. By 1897, Slater Academy had received a legislative charter, and in 1925 it became Winston-Salem Teacher's College. The College was said to have been the first black school in the United States to grant degrees for teaching in the elementary grades. In 1969, the school was granted university status by the State and renamed Winston-Salem State University.



Winston-Salem State Teacher's College (Winston-Salem State University), Carolina Hall, 1938
(Courtesy of Forsyth County Public Library Photograph Collection, Winston-Salem)

During the early-20th century, Winston-Salem became the largest city in the state, due to the proliferation of industry. With the manufacturing jobs came people; with people came the need for services and numerous other employment opportunities. The rapid expansion of industry and commerce provided jobs for whites and blacks, at all socio-economic levels. With the influx of new residents, vast business and professional opportunities opened, and Winston-Salem became home to a prosperous and growing black middle class. Living in the community were



Businesses at Ninth Street, 1959
*(Courtesy of Forsyth County Public Library
 Photograph Collection, Winston-Salem)*

black attorneys, physicians, ministers, factory workers, barbers, restaurant owners, grocers, dry cleaners, funeral directors, woodworkers, chauffeurs, domestic workers, insurance agents, teachers, and others. Winston, in particular, was known throughout the southeast as a place of opportunity for blacks, and people came here from all around.

Unfortunately, with the success of the community's industries came deteriorating race relations. As African-Americans prospered and their numbers grew, they began to displace a large percentage of the white labor force. Additionally, the black population sought an improved standard of living, including improved housing, and they recognized the goals of union organizers who became active in the new factories and businesses. Local workers began efforts to unionize and strikes plagued the manufacturers. In the 1940s, blacks continued to fight for union repre-



Strike against R.J. Reynolds Tobacco Company, 1947
*(Courtesy of Forsyth County Public Library
 Photograph Collection, Winston-Salem)*

sentation. Two major strikes were held at Reynolds Tobacco Company in the 1940s. During this decade, African-Americans also fought to achieve political representation in an effort to make the community's leaders more sensitive to the needs of the black community. In 1949, Kenneth Williams was the first black citizen elected to the Board of Aldermen since Reconstruction. After this time, Winston-Salem had black aldermen, black policemen, and influential black members on city boards and committees even when segregation prevailed. This is an indication of the city's high levels of education and business experience among African-Americans.

During this context of economic and political activity, the community's predominantly black residential neighborhoods developed. The 1920s was a time of unrestrained growth. A number of new suburbs were begun by a large number of development companies, both black and white. In 1927 the suburb of Alta Vista was planned just north of the earlier Boston Cottages area; it was said to be the first neighborhood in the South restricted solely to African-Americans and its modern houses with garages reflected the success of the black professionals who lived there. The city's black neighborhoods and improvements in housing during the first half of the 20th century reflect the city's development from a small business center to one of the leading manufacturing centers of the South. These neighborhoods further represent the city's increasingly urban character and the growing numbers of blacks in middle and upper income brackets. (see map, page 2-8).

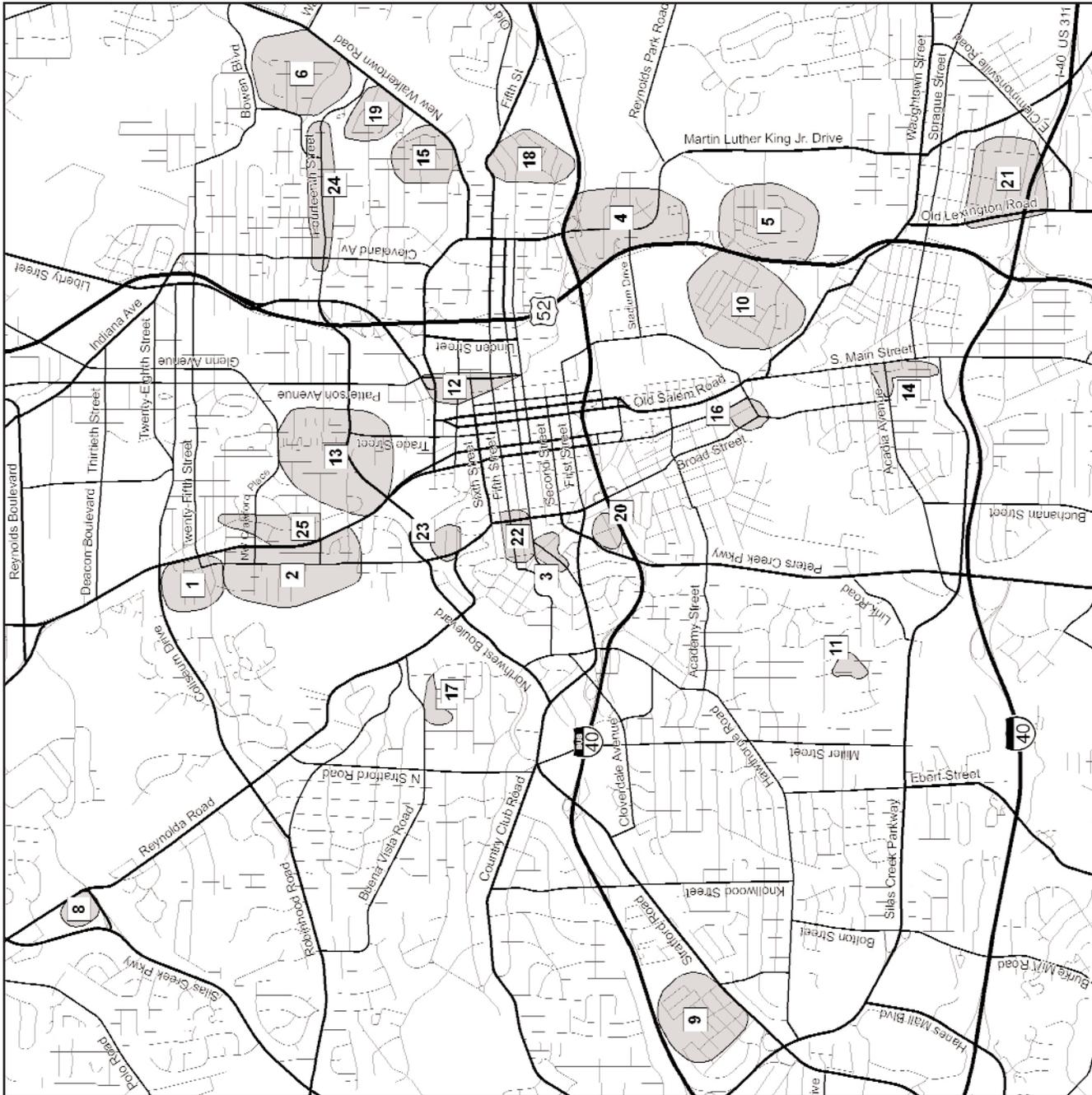
By far, the African-American population was centered in Winston-Salem. However, black settlements were located throughout Forsyth County. For instance, there were several African-American enclaves located near Bethania, the 1759 Moravian town. Kernersville also had an active African-American community.

Overall, Winston-Salem and Forsyth County's African-American heritage is distinctive, due to the outstanding boom period in the community at the turn-of-the-century and in the early-20th century when the tobacco and textile industries began their meteoric rise. African-American history here is the story of a society of highly successful individuals and a large working class who supported the city and county's industrial base.

Winston-Salem's African-American Historic Neighborhoods

- | Number | Neighborhood |
|--------|---|
| 1 | Alla Vista |
| 2 | Boston Cottages |
| 3 | Brookstown Avenue and Burke Street |
| 4 | Columbian Heights |
| 5 | Columbia Heights Extension |
| 6 | Dreamland Park |
| 7 | East Winston (not mapped; boundaries changed each decade) |
| 8 | Five Row |
| 9 | Hansetown |
| 10 | Happy Hill |
| 11 | Madison Avenue in Ardmore (Sidestown) |
| 12 | Patterson Avenue near Liberty Street |
| 13 | The Pond |
| 14 | Rawson Street and Acadia Avenue |
| 15 | Reynoldstown |
| 16 | Salem Avenue, Poplar, and Broad Streets |
| 17 | Silver Hill |
| 18 | Skyland Park |
| 19 | Slater Park |
| 20 | Watkins and Granville Streets |
| 21 | Wroughtown |
| 22 | 4 1/2 and 5 1/2 Streets |
| 23 | Seventh and Broad Streets |
| 24 | East Fourteenth Street |
| 25 | North Cherry Street |

Map taken from *Winston-Salem's African-American Neighborhoods: 1870 - 1950*. Langdon E. Oppenmann, 1993.



D. SMALL TOWNS & RURAL AREAS

In looking at the early history of what is today rural Forsyth County, one must again focus attention on the



one must again focus attention on the Moravian influence. During the late 18th century, when the Moravians were busy settling the central town of Salem, they also organized the three country congregations of Friedberg, Friedland, and Hope. The country congregations were rural settlements consisting of a church, schoolhouse, with surrounding farms. The three country congregations were located in the southern portion of the Moravian tract, and by the 1780s were well-established communities.

During the late-18th and early-19th centuries, most of the non-Moravian settlers in the area immediately surrounding the Wachovia Tract appear to have been of German descent. It could be speculated that non-Moravian Germans chose the area around Wachovia in order to be near other German-speaking people. However, there were a few non-German families living near the Wachovia Tract. In 1757, a Welshman, William Johnson, purchased land in what is now Clemmons in the southwestern part of Forsyth County. His land is the present site of Tanglewood Park. Nearby, a Scotsman named Lewis Mullican bought almost 500 acres of land. Mullican traveled from Maryland to North Carolina with families whose names remain in the area today, i.e., Douthits, Jarvises, and Packs. In the southeast portion of Forsyth County, the Abbotts Creek settlement was founded, and was a center of Regulator activity during the late-1760s and 1770s. Other early settlements around the Wachovia Tract included Belews Creek, Town Fork, Vienna, Rural Hall, Kernersville, and Lewisville. Most of these areas did not become thriving towns until the late-19th century when the railroads came.

Outside Winston-Salem, the towns of Kernersville, Walkertown, and Rural Hall gained a tremendous boost from better rail connections, and growth in these areas expanded quickly during the late-19th and early-20th centuries. The area around Kernersville was settled as early as 1756, and in 1771, William Dobson purchased land and constructed a tavern at a crossroads where many travelers visited. Known then as Dobson's Crossroads, the area was not inhabited by the Korner family until 1817, when Joseph Korner bought over 1000 acres. (Some branches of the family

anglicized the name Korner to Kerner during the mid-19th century.) The area then became known as Korner's Crossroads, and by the middle of the 19th century, the town had grown substantially. In 1871, Kernersville was incorporated; during the late-19th century commercial and industrial interests thrived with the arrival of the railroad.



Korner's Folly, Kernersville

Northwest of Kernersville lies the town of Walkertown. First settled around 1779 by Robert Walker, Walkertown was predominantly a Methodist-oriented community as witnessed by the growth of Love's Methodist Church, founded in 1791. Both town and church struggled together during the mid-19th century and the Civil War. Walkertown grew slowly following the War, but by 1872, a tobacco manufactory operated in the town. In 1888, the Roanoke and Southern Railroad came to town; following the railroad came other factories and businesses. While most of these establishments did not last more than a few years, they did bring people to the town. When the factories discontinued operation, many Walkertown residents found work in Winston-Salem and Kernersville and continued to live around Walkertown.



Love's Chapel
United Methodist Church,
Walkertown

In addition to Walkertown and Kernersville, the town of Rural Hall, in northern Forsyth County, was drastically impacted by the railroad. German Lutherans had settled the area that became Rural Hall as early as 1790 when over 100 acres was purchased and held for the Lutherans. Traveling clergy from larger congregations in towns such as Salisbury served these Lutherans from time to time. Moravians also frequently ministered there. In 1887, the Cape Fear Railroad opened its office in Rural



Rural Hall Depot, Rural Hall

1888, new businesses and new construction came with a flurry.

Tobaccoville, in northwestern Forsyth County, was named for a plug chewing tobacco factory owned and operated in the 1870's by Charles Orrender. The factory was located on what is now Doral Drive, one mile south of the present day post office at the Tobaccoville crossroads. This area was the mail route of a four-horse stagecoach from Mt. Airy to Winston-Salem, which changed horses at



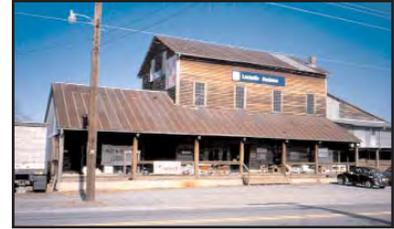
Tobacco in field near church in Tobaccoville, 1964
(Courtesy of Forsyth County Public Library Photograph Collection, Winston-Salem)

Donnaha and forded the Little Yadkin River. When the river water was high, the horses were forced to swim, and the mail was frequently lost. People regularly gathered in the area to watch the stagecoach come and go. The Orrender Tobacco Factory was the principal landmark in the area, and the name "Tobaccoville" was suggested for the post office. Charles Orrender was commissioned as the first postmaster of Tobaccoville on October 1, 1887. When the railroad was built, the post office was moved to be near the railroad, and it became a popular gathering place. People came on Sunday afternoons just to see who got on and off the train. As in other communities, the railroad brought much activity to Tobaccoville.

In addition to the building booms in Kernersville, Walkertown, Rural Hall, and Tobaccoville, other small communities prospered during the last quarter of the 19th century. Towns such as Dozier appeared in the northwestern section of the county, settled by mainly one or two families and their relatives. Not far from Dozier was the small crossroads of Seward, first mentioned in 1896 with a population of 30. Vienna,

another crossroads community south of Dozier and Seward, was listed in 1896 with a population of 45.

Also during the late 19th century, older communities such as Lewisville, Clemmons, and Pfafftown continued to grow and change.



Lewisville Roller Mill, Lewisville

Lewisville's origins date back to the mid-1770s, when settlers moving west traveling the Great Wagon Road from Pennsylvania into North Carolina often stopped overnight on the banks of the Yadkin River before crossing the Shallow Ford. During the 19th century, a community was settled and named after Lewis Lagenauer, one of the settlers who had donated land in the central portion of the town. Lagenauer's imposing Greek Revival style house, constructed ca. 1860, still stands. By 1896 Lewisville's population was 75. Another landmark for the town is the Lewisville Roller Mill, which was built in 1910.

In 1802, Peter Clemmons, who moved to the area from Delaware, founded Clemmons. Clemmons originally bought over 200 acres in the area for \$542. There were other settlers who lived in the area, but it was Peter Clemmons who developed Clemmons into a community.

Clemmons operated a store in the area, and the Peter Clemmons House still stands on Clemmons Road (US 158). The area began to grow in economic importance, and the population began to grow. During



Peter Clemmons House, Clemmons

the first half of the 19th century, Clemmons was a "hub of activity," due to its location on the stagecoach route and its proximity to river farmsteads. Peter Clemmons' great-grandson, Edwin Clemmons, was a successful stagecoach operator from 1840 to 1875. His last coach, purchased in 1872, was a nine-passenger coach, named the "Hattie Butner," after his wife. Today, the Hattie Butner stagecoach has been restored and resides in the Clemmons Village Hall. As with other communities, the railroad arrived in the 1870s. Clemmons then relocated his business to Asheville,

but returned to Clemmons prior to his death in 1896. Edwin Clemmons, in his will, left money for the construction of a Clemmons Moravian Church and School. In 1900, this complex was built and was a major accomplishment for the burgeoning town.



Labor Exchange School at Pfafftown, no date (Courtesy of Forsyth County Public Library Photograph Collection, Winston-Salem)

Pfafftown, another old town with a Moravian heritage, had a population of 100 in 1896. Named for Peter Pfaff, who settled in the area in the late-18th century, Pfafftown lacked any major manufactories or mills, and the primary occupation was farming. The Pfafftown community did establish an innovative program to aid farmers in making ends meet. In 1900, the first and possibly only organization of its kind in Forsyth County, the Labor Exchange, was established. The Exchange's purpose was to exchange labor and the products of that labor. It flourished for a number of years; however, eventually the profits did not meet the expenses and it closed.

While the turn-of-the-century was profitable for industry, the same could not be said for the community's farmers in rural areas. Although the expanding tobacco and textile industries were new markets for tobacco and cotton crops, agriculture languished. The farmer fell behind those in urban environments in terms of wealth, social position, education, and political influence. Therefore, it is not surprising that many farmers eventually left the rural areas and came to work in the industrial cities and towns. While the number of farms actually increased during the first quarter of the 20th century, the total acreage actually decreased.

During the early-20th century, education began to emerge as a strong trend for the future. In the 1920s, the Extension Service was established to teach basic principles of farming and animal husbandry.

Additionally in the 1920s, there was a tremendous building boom in Forsyth County school buildings.

Another community aspect to develop during the first quarter of the 20th century was Forsyth County's road system. With new industries flourishing, particularly in Winston-Salem, there was a demand for new roads. Thus, by 1927 there were almost 600 miles of road in Forsyth County and 92 miles were hard surfaced.



Winston-Salem-High Point Road, 1939 (Courtesy of Forsyth County Public Library Photograph Collection, Winston-Salem)

E. LOOKING TOWARD THE FUTURE

Today there is a spirit in Forsyth County that combines an appreciation for the past and a progressive push into the future. Downtown revitalization efforts have begun to achieve success. Industrial structures important to the community's business development are being converted into office space, residential units, retail establishments, and art galleries. Estates that will never be equaled, such as Reynolda, Graylyn, and the James G. Hanes estate, are preserved, used and enjoyed by the public. Old Salem, Bethabara, and Bethania, the county's oldest remaining settlements, continue to attract visitors internationally. Neighborhood revitalization efforts are strong in areas such as West End, Washington Park, Waughtown, Holly Avenue, West Salem and Kernersville. These areas are experiencing a turnaround from the decaying period of the 1950s and 1960s as property owners and residents appreciate their history and form strong associations to promote neighborhood unity and preservation.

The object for the future should be to make Forsyth County a community with a growing future that does not forget its rich past. We have a responsibility to preserve the beauty and history of our important city and county for generations to come. It is imperative that we appreciate the solid past on which we build our progressive future.



Contact Information

North Carolina Room
Forsyth County Public Library
660 West Fifth Street
Winston-Salem, NC 27101
Phone: 336-703-3070
Web site:

<http://www.co.forsyth.nc.us/library/ncroom.aspx>

Sources of Information

Forsyth: The History of a County on the March, Adelaide Fries, Stuart Thurman Wright, and J. Edwin Hendricks. Chapel Hill: The University of North Carolina Press, 1976.



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Historic and Architectural Resources of African American Neighborhoods in Northeastern Winston-Salem, North Carolina (ca. 1900-1947), Langdon Edmunds Oppermann. National Register of Historic Places Multiple Property Documentation Form, 1998.

Historic Bethabara Park Web site:
<http://www.bethabarapark.org>.

Winston-Salem's African-American Neighborhoods: 1870-1950, Langdon E. Oppermann. Winston-Salem: Forsyth County Joint Historic Properties Commission, 1994.

3. Historic Preservation At The Local Level



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Historic Preservation At The Local Level

A. HISTORIC RESOURCES COMMISSION

The Forsyth County Historic Resources Commission (HRC) is a twelve-member citizen board created in 2002 and appointed jointly by the Forsyth County Board of Commissioners, the Winston-Salem City Council, the Kernersville Board of Aldermen, and the Village of Clemmons Council. Prior to the establishment of the HRC, historic preservation activities were administered by the Forsyth County Joint Historic Properties Commission (formed in 1976) and the Winston-Salem Historic District Commission (formed in 1948). The Historic Resources Commission's role is to protect and enrich the county's cultural, historical, architectural, and archaeological heritage through identifying, designating, and preserving historic resources. In addition to administering local historic districts and landmarks, the HRC is involved in various activities relating to historic resources throughout the County, such as architectural surveys, National Register nominations, educational programs, and historic markers.

The HRC consists of five appointed representatives from Forsyth County, five from the City of Winston-Salem, one from the Town of Kernersville, and one from the Village of Clemmons. In addition to at-large members, there are also designated positions that specify various types of expertise, including architecture, architectural history, historic preservation, landscape design, planning, ownership of property in historic districts, and ownership of historic landmarks. Each newly appointed member serves for a term of four years, and is eligible for re-appointment.



Note: A copy of the ordinance establishing the Commission and historic preservation program can be found in the Appendix section.

B. HISTORIC RESOURCES COMMISSION STAFF

The HRC is administered by City-County Planning Department staff with professional training and experience in historic preservation. Commission staff administers the day-to-day activities of the Commission, which includes such work as: meeting with and advising property owners on the appropriateness of proposed work to historic properties; providing technical advice on rehabilitation issues; maintaining Commission records; preparing public information and educational outreach materials and programs; leading neighborhoods through the designation process; assisting property owners with the local landmark designation process; coordinating the National Register nomination process with the State Historic Preservation Office; and, developing monthly meeting agendas. Additionally, the Commission staff collects technical and informational materials regarding the best principles, methods, and materials being used by preservation professionals to share with Commission members, property owners, and citizens.

Contact Information

City-County Planning Board
P.O. Box 2511
Winston-Salem, NC 27102
Phone: 336-727-2087
Fax: 336-748-3163
Email: planning@cityofws.org
Web site:
<http://www.cityofws.org/planning>



C. WHAT THE HISTORIC RESOURCES COMMISSION DOES

Overall, the Commission is charged with promoting, enhancing, and preserving the character and heritage of Forsyth County. In doing so, there are several main areas of responsibility. These include:



- undertaking an inventory of properties of historical, prehistorical, architectural, or cultural significance;
- recommending to local governing boards that individual properties be designated as historic landmarks and that areas be designated as historic districts;
- reviewing and acting on proposals for exterior alteration, relocation, or new construction within locally zoned historic districts or local landmark properties (with the potential to review interior alterations of landmark properties);
- appointing advisory committees;
- giving advice to property owners about how to treat the historic and visual characteristics of properties; and,
- conducting educational programs about historic resources in the county.

In accomplishing these tasks, the Commission meets the first Wednesday of every month, at 4:00 p.m. Additionally, there are several subcommittees that meet on a monthly basis as well.

What the Commission Does Not Do

While historic preservation, specifically the design review process, is a method that can be used to protect the visual character of an area or landmark, it cannot address all issues that arise. The HRC cannot:

- Review proposed alterations for the interior of buildings in historic districts;
- Review work in an area before it becomes a locally zoned historic district;

- Force owners to improve their property, except in cases where a property is undergoing demolition due to neglect (only in locally zoned historic districts or local historic landmark properties); or,
- Control the use of property.

Contact Information

Forsyth County Historic Resources Commission
P.O. Box 2511
Winston-Salem, NC 27102
Phone: 336-727-2087
Fax: 336-748-3163
Email: planning@cityofws.org
Web site:
<http://www.forsythcountyhrc.org>



D. HISTORIC RESOURCES INVENTORY

Commissions in North Carolina are charged with undertaking and maintaining an inventory of properties of historical, prehistorical, architectural, or cultural significance within the community. In our area, this inventory is compiled at the countywide level. Such an inventory is designed to identify and evaluate properties in the area to determine if they are of significance. In completing an inventory, the Commission and the community can become acquainted with the area's historic resources. The inventory helps to identify the properties or areas that are most important. It helps the Commission develop priorities for preservation and determine preservation strategies. Information in the inventory also provides a starting point for more detailed studies that support recommendation of historic landmarks and districts. However, it should be noted that inclusion in the inventory, in and of itself, does not grant any protection to the property. An inventory is comprehensive in scope, and covers all periods and types of resources. The inventory also includes a limited scope of information pertaining to the county's archaeological resources. Prehistoric and historic archaeological remains are common throughout North Carolina. Identifying these resources is important to fully understanding the historical development of the area. The following are the two types of historic resource inventories in Forsyth County: architectural resources and archaeological resources.

1. Architectural Resources

Forsyth County's architectural inventory was conducted from 1979-1981. While currently over 20 years old, the survey still contains valuable information about the area's historic resources. The survey culminated in a publication, *From Frontier to Factory*, which outlines the architectural development of the county, and discusses specific properties in detail, both urban and rural. Unfortunately, there are no remaining copies of this publication for sale; however, the publication may be reviewed at Forsyth County's public libraries. Additionally, a copy is available for review at the Commission staff offices at the City-County Planning Board.



West End Historic Overlay District, Winston-Salem

Currently, efforts are underway to complete a comprehensive revision and update of the countywide inventory. This project should be complete, and hopefully, a new publication made available in the future.

2. Archaeological Resources

In 2001, the Commission was awarded grant funding to consolidate the existing database of Forsyth County's identified archaeological resources. This information, as a pilot project between the Commission and the Office of State Archaeology, has been compiled into the City/County's Geographic Information System (GIS). However, due to the sensitive nature of archaeological remains, access to the database is restricted to the staff level.



E. LOCAL HISTORIC DISTRICTS

1. What They Are & What It Means

Local historic district designation is a type of zoning that applies to a group of contiguous properties. The area must have a concentration of properties that are historically, visually, or culturally related by plan or physical development. A district can include different types of historic properties, but collectively, they must form a unified body with its own identity. Together the properties must convey a physical sense of the historical environment. Examples of historic districts include residential areas, business districts, industrial complexes, rural villages, rural landscapes, and college campuses.

Once an area has been designated as a historic district, the zoning ordinance provides controls on the appearance of existing buildings/property and new construction within the districts through the Certificate of Appropriateness process (see **Section G**).

In North Carolina, historic districts can be established in one of two ways:

Historic Overlay District. This type of district does not replace or change the underlying zoning classification. Rather, it superimposes the historic district over the existing zoning. This is the most common type of district found in the state.

Separate Use Historic District. A separate use historic district is an entirely separate zoning classification, with its own permitted uses, dimensional requirements, and other zoning regulations. This type of district is found rarely; in fact, Forsyth County has the only two such districts in North Carolina.

Forsyth County features both types of historic districts. Old Salem and Bethabara are the two separate use historic districts. Their classification is listed as "H" zoning in Winston-Salem's/Forsyth County's *Unified Development Ordinances* (UDO). In 1993, West End, located in Winston-Salem, became the community's first historic overlay (HO) district.

**The UDO can be found
at the Planning Department's Web site:
<http://www.cityofws.org/planning>.**



Note: Maps showing Forsyth County's current local historic districts of Old Salem, Bethabara, and West End can be found in the Appendix section.

2. Designation Process

There are several main steps in designating an "H" or "HO" historic district. These steps are described in detail in the UDO (Chapter B, Article IV, Section 4-5.3), and include:

- A request for establishing a district by the governing board(s), property owners, a neighborhood group, or the Commission;
- Preliminary consideration by the Commission;
- Appointment of a task force;
- Public information meetings;
- Preparation of a final report, a copy of which is sent to the State Historic Preservation Office (SHPO) for review and comment; and,
- Submission of a rezoning application that goes before the appropriate planning and governing boards.

F. LOCAL HISTORIC LANDMARKS

1. What They Are & What It Means

Local historic landmark designation applies to individual properties in Forsyth County. This designation is an honor that recognizes a property is important to the heritage and character of the community and that its protection enriches the community's residents.



John Wesley Snyder House,
ca. 1922, Winston-Salem

Local landmark properties can be of several different types:

- Buildings, e.g., houses, churches, office buildings, schools, barns;
- Structures, e.g., roads, bridges, fences, silos, kilns, gazebos;
- Sites, e.g., cemeteries, building ruins, natural features, designed landscapes;
- Areas, e.g., one or more buildings on a large property, plus an area surrounding them, such as a large farm; or,
- Objects, e.g., signs, monuments, sculptures, fountains, mileposts.

Once a property has been designated as a historic landmark, the ordinance designating the property provides controls on the appearance of the designated property and new construction on the property (see **Section G**). In addition, the property owner may apply to the Forsyth County Tax Office for a 50% property tax deferral, which runs with the property in perpetuity (unless designation is revoked).

Note: A list of the Local Historic Landmarks designated to date can be found in the Appendix section.



2. Designation Process

As with historic districts, there are several main steps in designating a historic landmark. These steps are described in detail in the UDO (Chapter B, Article IV, Section 4-5.3), and include:

- A request by a property owner or other interested party to designate a property. This step includes the applicant's completing a Local Historic Landmark application that is submitted to the Commission. *Note: There is an application fee.*



Note: A copy of the Local Historic Landmark application materials can be found in the Appendix section.

- Submission of the application materials to the State Historic Preservation Office (SHPO) for review and comment.
- Historic Resources Commission public hearing.
- Appropriate governing board public hearing. The governing board adopts an ordinance designating the property as a Local Historic Landmark.

G. DESIGN REVIEW GUIDELINES & CERTIFICATES OF APPROPRIATENESS

Design review guidelines are adopted by the Commission for each local historic district and for local historic landmarks. These guidelines establish criteria that address alteration, restoration, new construction, additions, reconstructions, relocation, and demolition affecting landmarks or properties in districts. The use of design review guidelines is helpful because:



- they let property owners know in advance how proposed changes to their properties will be reviewed; and,
- using the same guidelines to review every application helps to ensure that property owners will be treated fairly.

The use of design review guidelines is important because once a property has been designated a Local Historic Landmark or becomes part of a historic district, it cannot be demolished, moved, or altered without a Certificate of Appropriateness (COA) from the Commission. The COA must be obtained prior to initiating any work on a property. When reviewing these applications, the Commission must use the design review guidelines to determine whether the proposed changes are in keeping with the character of the landmark or district. It should be noted that COAs are required for exterior changes. However, a COA may also be required for alterations to the interiors of Local Historic Landmarks, if interior features have been designated.

A COA is obtained by submitting an application for the proposed work to the Commission staff. Each month, there is an application filing deadline. The Commission hears the applications at its regular monthly meeting. Most applications are decided upon at the initial meeting. More detailed or complicated

applications are sometimes continued for a second month of review.

Note: Copies of a Certificate of Appropriateness brochure and application materials can be found in the Appendix section. Additionally, these materials can be found on the HRC's Web site at <http://www.forsythcountyhrc.org>



Other Key Features:

Minor Work

In addition to full Commission review of COA applications, there is also a provision that allows Commission staff to review and approve applications for work that consists of relatively minor alterations. Known as "Minor Work," these applications must be reviewed following the design review guidelines. After reviewing a Minor Work application, Commission staff may approve the application and issue a COA. It is important to note that Commission staff does not have the authority to deny a Minor Work application. If the application cannot be approved by Commission staff, it must be forwarded to the Commission for review.

Demolition/Relocation

When a property owner wants to demolish or move a landmark building, or one in a historic district, the Commission cannot deny a COA for the demolition or relocation. However, the Commission can delay the demolition or relocation for up to one year (365 days) from the date the COA application is approved. The purpose of imposing this delay is to allow time to investigate a variety of preservation options.

Appeals

COA decisions can be appealed to the appropriate Zoning Board of Adjustment (ZBA) within 30 days of the Commission's decision. In Commission appeals, the ZBA only reviews the record of the Commission's decision – no new evidence is heard. The ZBA can uphold, reverse, or remand the Commission decision. Further appeals may be taken to Forsyth County Superior Court.

Compliance

Unauthorized alterations to a landmark or a property in a district violate the ordinance and are handled in the same way as other violations of the zoning ordinance.

H. LOCAL HISTORIC PRESERVATION ACTIVITIES & PROGRAMS

1. City of Winston-Salem

Historic Marker Program

In 2001, the City of Winston-Salem initiated a historic marker program, which is administered by the Historic

Resources Commission.

The purpose of this program is to recognize properties, events, and individuals of local historic significance.

Each year, the Commission

selects up to three marker locations. One to two properties are selected from a Priority List of properties that meet the marker criteria established by the Commission; and, one to two sites are chosen that honor an historical/cultural event or an individual of historic significance. During Historic Preservation Month in May, the Commission sponsors a marker unveiling event to celebrate one of the historic markers selected for that year. Overall, the historic marker program has been highly successful in providing much-needed visibility and recognition for historic sites within the city.



Lloyd Presbyterian Church Historic Marker Unveiling, 2005, Winston-Salem

2. Historic Preservation Month

One of the most exciting activities in local historic preservation efforts is the celebration of Historic Preservation Month. Annually celebrated in May, both here and at the national level, Preservation Month serves as a showcase for our community's diverse and unique heritage. Over the past several decades, Winston Salem/Forsyth County has emerged as a national leader in preservation efforts, guiding the way to making historic preservation an integral part of our society. Preservation is a dynamic tool that helps maintain an area's vitality while fostering community pride and creating a sense of place. At the national level, thousands of state and local community groups honor their distinct histories through various activities and bring historic preservation to the forefront of Americans' daily lives by emphasizing the vital importance of protecting our nation's past. In Forsyth County, we have the opportunity to acknowledge and commemorate the efforts of countless individuals and organizations that have helped preserve the resources that make our cities, towns,

and countryside so special. This is a time for everyone to celebrate Forsyth County's rich and diverse heritage, while recognizing our collection of irreplaceable resources both in the built and natural environments. Throughout Preservation Month, local activities such as tax credit workshops and historic marker unveilings occur in Forsyth County. A poster is created each year to recognize this most special month.

Every other year, a highly successful Heritage Awards program is held.



Heritage Awards, 2006

3. Tax Credit Workshops

The federal and State rehabilitation income tax credit programs available for individual National Register properties and contributing buildings located in National Register districts have been a tremendous financial incentive toward rehabilitating our valuable historic resources. These tax credits are available for both income-producing and non-income-producing (single-family residential) properties. Although coordinated by the State Historic Preservation Office, our local historic resources staff and the Forsyth County Historic Resources Commission have organized and sponsored tax credit workshops for property owners of historic resources in Forsyth County. These workshops have been extremely helpful for property owners who need assistance in preparing the tax credit application materials. Typically, preservation and tax professionals attend to provide expertise and answer questions about how to complete the tax credit applications. Commission staff plans to sponsor at least one tax credit workshop each year.

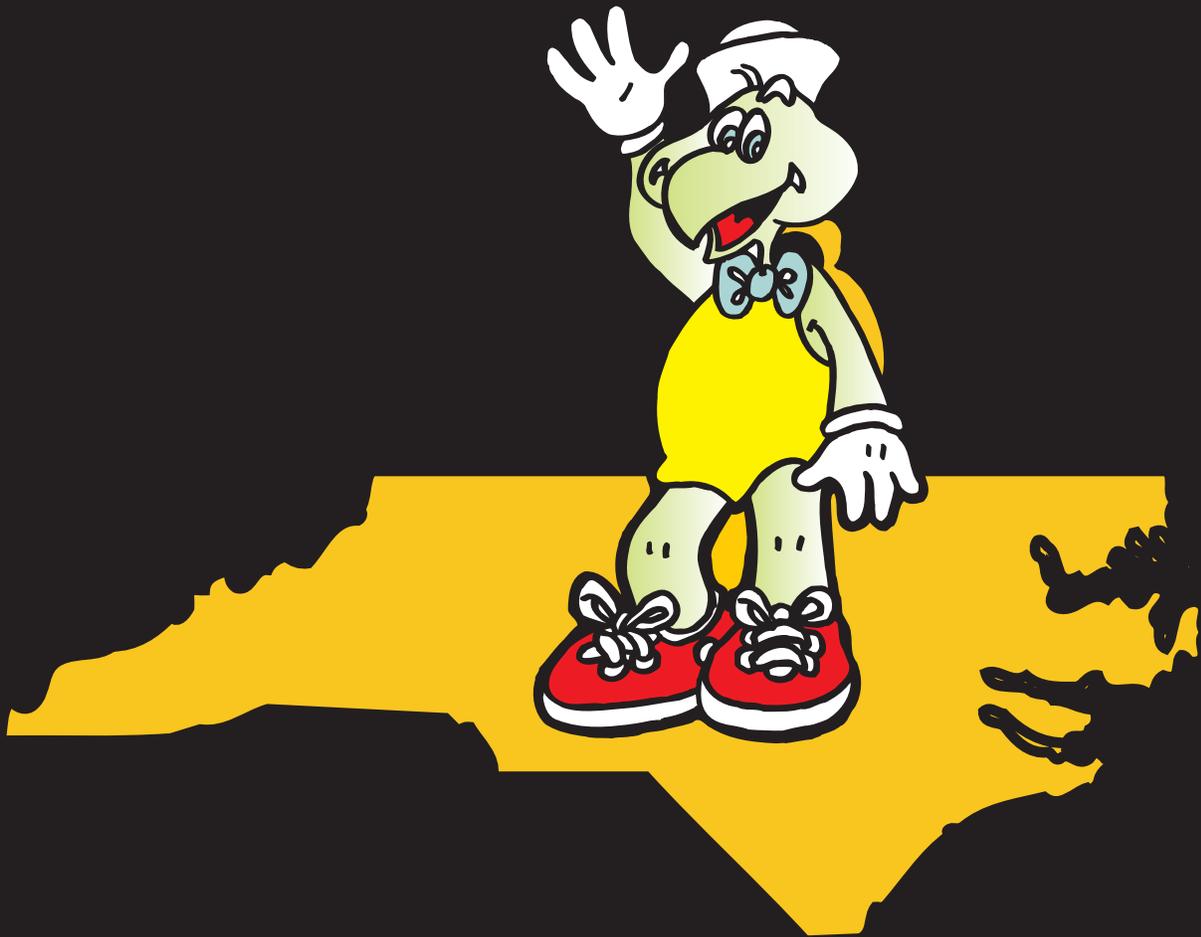
Note: Please refer to the Commission Web site at <http://www.forsythcountyhrc.org> for additional information about the Historic Resources Commission, including meeting agendas, minutes, COA application materials, and miscellaneous forms.



Sources of Information

Handbook for Historic Preservation Commissions in North Carolina. Raleigh: State Historic Preservation Office, Division of Archives and History, Department of Cultural Resources; Preservation North Carolina. 1994.

4. Historic Preservation At The State Level



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4

Historic Preservation At The State Level

A. STATE HISTORIC PRESERVATION OFFICE

Historic preservation is a partnership between government at the local, state, and federal levels. There is a particularly close working relationship between the Forsyth County Historic Resources Commission, its staff and the State. Within the Department of Cultural Resources, Division of Archives and History, is located the State Historic Preservation Office. Commonly referred to as SHPO, this office helps private citizens and institutions, local governments, and agencies of State and federal government to identify, evaluate, protect, and enhance properties significant in North Carolina history and archaeology.

Note: A copy of the North Carolina General Statutes governing historic preservation activities in the State can be found in the Appendix section.



1. SHPO Branches

a. Administrative Branch

The Administrative Branch provides all managerial support for SHPO. Also within this branch falls the responsibilities of environmental review and grant administration. A brief overview of each of these functions follows.

Environmental Review

Part of the National Historic Preservation Act of 1966 contains a section (commonly referred to as "Section 106"), which provides that properties and districts listed in or eligible for listing in the National Register of Historic Places be considered in the planning of federal undertakings such as highway construction and community development projects. These "federal undertakings" also include activities sponsored by state or local governments or private entities if they are licensed, permitted, approved, or funded (wholly or in part) by the federal government. "Federal undertakings" do not include loans made by banks insured by the FDIC or federal farm subsidies.

There is no absolute protection from federal actions that may affect a historic property. If a federal undertaking is in conflict with the preservation of a historic property, SHPO will negotiate with the responsible federal agency, sometimes with the involvement of the federal Advisory Council on Historic Preservation (refer to **Historic Preservation at the Federal Level** chapter for more information), in an effort to eliminate or minimize the effect on the property. This mitigation procedure applies to properties that are determined eligible for the National Register as well as those actually listed in the National Register.

Additionally, North Carolina law provides for consideration of National Register properties in undertakings funded or licensed by the State. Where a State undertaking is in conflict with the preservation of a National Register property, SHPO is given the opportunity to review the case and make recommendations to the State agency responsible for the undertaking. Unlike federal law, the recommendations to the State agency are only advisory. Properties eligible for, but not actually listed in, the National Register are not protected under this State law.

Grant Administration

Over the past few decades, limited funds have been available to local governments, local organizations, and academic institutions for certain types of historic preservation projects. Projects have included architectural and archaeological surveys, National Register nominations, publications, preservation planning, historic building restorations, and archaeological projects. While restorations of historic properties owned by private individuals were once eligible for federal preservation grants, and a few such grants were made during the 1970s and early 1980s, today there are neither federal nor State grants for restorations of privately owned properties.



Federal Grants

The National Historic Preservation Act of 1966 authorizes a matching grant program for a variety of preservation activities. Most federal grants have been made to local governments and organizations for architectural and archaeological surveys, National

Register nominations, and preservation planning. In most years, the application period is between November and the end of January, and grants are awarded the following spring. Locally, all grant applications must be submitted through the Forsyth County Historic Resources Commission.

State Grants

During some years in the past, the North Carolina General Assembly made funds for preservation projects available to local governments and nonprofit groups through one-time discretionary appropriations. Such appropriations have not been repeated in recent years, but could be at some point in the future. Past appropriations assisted historic property and archaeological surveys, survey publications, and National Register nominations, but the primary focus was the restoration of historic buildings owned by local governments and local nonprofit organizations. State appropriations were never made for restorations of historic properties owned by private individuals. SHPO had no role in the State appropriation process, but was available on request to provide technical assistance to projects receiving appropriations. If such funding were again made available, it is anticipated the program would work as it did in the past.

Contact Information

State Historic Preservation Office
Administration Branch
4617 Mail Service Center
Raleigh, NC 2799-4617
Phone: 919-733-4763
Fax: 919-733-8653
Email: hpo@ncmail.net
Web site: <http://www.hpo.dcr.state.nc.us>



b. Survey & Planning Branch

The Survey and Planning Branch coordinates activities in five major program areas: the statewide historic building survey; the National Register of Historic Places program; environmental review; local historic preservation commissions, including the Certified Local Government program; and, public information and assistance.

Statewide Historic Building Survey

For each community and county, creating a photographic and written record of historic places is the first, crucial step in recognizing, valuing, and preserving the heritage of the past for the benefit of the present and the future. Each survey project provides a local base of information about community history and architecture.

The foundation of preservation planning and actions, a thorough local survey forms the basis for many preservation decisions. A community's architectural inventory has many long-term benefits:

- enables the evaluation of properties for the National Register of Historic Places;
- facilitates decision-making about the potential impact of a government funded or licensed project on historic properties;
- provides information leading to the establishment of local historic districts and landmarks;
- determines the impact of development proposals on historic resources; and,
- can boost private investment in renovation and preservation of historic buildings for new uses.

Forsyth County's architectural survey was completed in 1981. Since that time, there have been subsequent studies of specific areas and neighborhoods, which have complemented the original survey. A publication resulted from the survey, *From Frontier to Factory*, and is available for review at Forsyth County's public libraries and at the City-County Planning Board office. A comprehensive survey update of the county is planned for the near future.

National Register of Historic Places Program

The National Register of Historic Places is the nation's official list of buildings, structures, objects, sites, and districts worthy of preservation for their significance in American history, architecture, archaeology, and culture. Though the National Register is a federal program, the program is coordinated through SHPO.

In North Carolina, the placement of a property or district on the "Study List" is the first step towards nomination to the National Register. The Study List serves as an early screening mechanism to remove consideration of properties that are clearly not eligible for the National Register. The National Register program will be described in more detail in the **Historic Preservation at the Federal Level** chapter.

Environmental Review

Environmental review functions occur at SHPO at both the Administrative and Survey and Planning branches. Please refer to the description of the environmental review program under the **Administrative Branch** section.

Local Support

Currently, North Carolina has over 80 active historic preservation commissions. SHPO has been active in

local preservation training and education for more than 20 years, providing technical and professional assistance, procedural information, and planning assistance to preservation commission members and staff, local governments, and citizens' groups.

Certified Local Government Coordination

In 1980, Congress amended the National Historic Preservation Act of 1966 to require each state to establish a procedure by which local governments could be certified to participate in the national framework of historic preservation programs. This requirement has become the "Certified Local Government (CLG) Program" in which many North Carolina counties and cities participate.

Since Congress established a preservation program for the United States in 1966, the national historic preservation program has operated as a decentralized partnership between the federal government and the states. The federal government established a program of identification, evaluation, and protection of historic properties and gave the states primary responsibility for carrying out this program. The success of that working relationship prompted Congress to expand the partnership to provide for participation by local governments.

In North Carolina, governments that qualify for certification must have an active and legally adequate historic preservation commission, and must meet the federal requirements for certification. Our local communities benefit from being CLGs in several different ways:

Grant Funding. SHPO must set aside at least 10 percent of the money it receives from the federal government for CLGs. Each CLG in NC is eligible to compete for that money, which is given through annual grant awards.

National Register Nomination Review. CLGs review all new nominations to the National Register of Historic Places for properties and districts within their boundaries. Consequently, CLGs share their local expertise with state and federal preservationists and gain a say in state and federal recognition of historic resources in their areas.

Education/Expertise. CLGs are encouraged to expand the expertise of their commission members and must provide for their continuing education. Our community benefits from the increased expertise and knowledge of preservationists at the local level, and

CLG commission members benefit from increased learning opportunities and from the recognition of their communities.

Contact Information

State Historic Preservation Office
Survey & Planning Branch
4618 Mail Service Center
Raleigh, NC 27699-4618
Phone: 919-733-6545
Fax: 919-715-4801
Email: hpo@ncmail.net
Web site: <http://www.hpo.dcr.state.nc.us>



c. Restoration Branch

The Restoration Branch of the State Historic Preservation Office provides a variety of technical preservation services to the public and to governmental agencies. Its staff provides coordination and technical services for grant projects throughout the state. Technical services include architectural research, planning, and review of architectural plans and specifications. The Branch also coordinates the federal and State rehabilitation tax credit programs in North Carolina, advising building owners and their architects on application procedures and requirements for securing the credits, and reviewing all tax credit applications.

The Restoration Branch reviews, monitors, and assists restoration and rehabilitation work on all State-owned properties listed in the National Register of Historic Places, including the State Capitol, the Executive Mansion in Raleigh, and numerous other historic properties throughout the state. The branch also reviews and monitors State- and federally-funded or licensed projects that may affect historic properties under the State and federal environmental review programs.

Finally, the Restoration Branch provides technical restoration services to local governments, private organizations, and private citizens who own historic buildings. Local consultation projects include historic public buildings, private homes, commercial buildings, and churches.

North Carolina Historic Preservation Tax Credit

On January 1, 1998, North Carolina's law creating State preservation tax credits became effective. The law provides for income tax credits for the rehabilitation of both income-producing and non income-producing properties.

The following information is applicable to both the income-producing and the non income-producing property tax credits:

- Only "certified historic structures" will qualify for the credits. A "certified historic structure" is defined as a building that is listed in the National Register of Historic Places, either individually or as a contributing building in a National Register historic district.
- All rehabilitation work must meet *The Secretary of the Interior's Standards for Rehabilitation* (refer to the **Historic Preservation at the Federal Level** chapter for more information).
- The credits cannot be claimed against the cost of acquisition, new additions, site work, or personal property. Only costs incurred in work upon or within a historic structure will qualify. Interior work such as HVAC work and kitchen and bathroom remodelings will qualify if the work meets *The Secretary of the Interior's Standards for Rehabilitation*.
- The process begins with completion of an application, which can be obtained from SHPO.

Income-Producing Tax Credit Program

- In North Carolina, there is a 20% State tax credit for rehabilitations of income-producing historic properties. There is also a 20% federal equivalent for this tax credit.
- The federal and State tax credits for income-producing buildings provide for "preliminary certification" that enables an owner to take the credit for a qualifying rehabilitation even before the structure is actually listed in the National Register of Historic Places.
- The rehabilitation of the historic structure must be substantial. For income-producing properties, the rehabilitation expense must exceed the greater of the "adjusted basis" of the building or \$5,000 within a 24-month period or a 60-month period for phased projects.
- Applications for income-producing structures are subject to a joint review by SHPO and the National Park Service, with final authority resting with the National Park Service.

- Property owners of income-producing properties are strongly advised to consult with SHPO before beginning a rehabilitation to resolve potential design and rehabilitation problems that could result in denial of the credits.

Non Income-Producing Tax Credit Program

- In North Carolina, there is a State tax credit of 30% for rehabilitations of non income-producing historic structures, including owner-occupied personal residences. There is no equivalent federal credit for such rehabilitations.
- A non income-producing building must be a "certified historic structure" at the time the State credit is taken – that is, the building must actually be listed in the National Register either individually or as part of a district or it will not qualify for the State credit. There are no provisions for "preliminary certification" (see **Income-Producing Tax Credit Program** above) in the State law for non income-producing historic structures.
- An owner may begin a rehabilitation project on a non income-producing property following approval of rehabilitation plans by SHPO prior to the listing of the property in the National Register, with the intention of having it listed in the Register by the time the project is completed. However, because listing of a property by a desired deadline cannot be guaranteed, owners are strongly advised to secure National Register listing of their non income-producing property prior to beginning a certified rehabilitation.
- For non income-producing properties, the rehabilitation expense must exceed \$25,000 within a 24-month period.
- Applications for non income-producing historic structures are reviewed solely by the State Historic Preservation Office and must be approved prior to the commencement of work.
- It is important to note that rehabilitation work on non income-producing historic structures must be approved by SHPO before beginning the work!



Note: A copy of the 30% State investment tax credit application materials has been provided for informational purposes only and can be found in the Appendix section. Contact SHPO for the most recent version.

Contact Information

State Historic Preservation Office
 Restoration Branch
 4613 Mail Service Center
 Raleigh, NC 27699-4613
 Phone: 919-733-6547
 Fax: 919-715-4801
 Email: hpo@ncmail.net
 Web site: <http://www.hpo.dcr.state.nc.us>



B. OFFICE OF STATE ARCHAEOLOGY

The Office of State Archaeology (OSA) administers North Carolina's archaeological programs. Since 2001, this office has been a separate section from SHPO, but within the Division of Archives and History. OSA coordinates and implements a statewide program of prehistoric, historic, and underwater archaeology. The OSA serves as the professional archaeology staff for SHPO. OSA is involved in the following activities:



- **Resource Protection.** OSA protects endangered archaeological sites on private or public lands through enforcement of the North Carolina Archaeological Resources Protection Act, the Unmarked Human Burial and Human Skeletal Remains Protection Act, the North Carolina Archaeological Record Program, and the "Abandoned Shipwreck Law." OSA works closely with private citizens, local governmental bodies, law enforcement officials, and State agencies.
- **Data Inventory.** OSA maintains a statewide, computer-based inventory of archaeological sites along with maps, photographs, artifact collections, and other data sources that support the inventory. Comprehensive libraries of archaeological reports and publications are also housed at OSA facilities.

- **Public Education.** An essential activity for OSA involves public education programs on prehistoric and historic archaeology. Staff archaeologists demonstrate archaeological techniques, give lectures, and prepare several types of publications on North Carolina archaeology. Targeted audiences include school groups, amateur archaeological and historical societies, and government agencies that deal with archaeology.
- **Volunteer Program.** Volunteers are an integral part of the OSA program, assisting in field, laboratory, and other office activities. OSA has a daytime and a weekly evening volunteer program, as well as occasional field opportunities.
- **National Register.** OSA maintains records of significant archaeological sites such as Indian villages, shipwrecks, and colonial plantations that are listed in the National Register of Historic Places. Other sites under consideration for the National Register but not listed are also inventoried by OSA for purposes of resource protection and scientific research.
- **Environmental Review.** As part of the State Historic Preservation Office, OSA reviews permit applications and construction plans receiving State or federal assistance.
- **Grants.** OSA administers several types of grants for archaeological surveys, excavations and research. Staff archaeologists provide technical and administrative assistance for these grants.
- **Resource Planning.** OSA is charged with developing and implementing a comprehensive plan for inventory, evaluation, and protection of prehistoric and historic archaeological resources in North Carolina. The "State plan" is a long-term project designed to provide efficient management procedures for archaeologists as well as State, federal, and local agency planners who work with archaeological resources.
- **Technical Assistance.** OSA staff archaeologists provide museums, universities, and local government agencies with technical assistance on project planning, contract reviews, grant reports, and protection of archaeological sites. OSA serves as an important link among local, State, and federal agencies for all aspects of regulatory compliance, public education, and archaeological research in North Carolina.

Contact Information

Office of State Archaeology
4619 Mail Service Center
Raleigh, NC 27699-4619
Phone: 919-733-7342
Fax: 919-715-2671
Email: archaeology@ncmail.net
Web site: <http://www.arch.dcr.state.nc.us>



Sources of Information

Handbook for Historic Preservation Commissions in North Carolina. Raleigh: State Historic Preservation Office, Division of Archives and History, Department of Cultural Resources; Preservation North Carolina. 1994.



North Carolina Office
of State Archaeology Web site,
North Carolina Department
of Cultural Resources.
<http://www.arch.dcr.state.nc.us>

North Carolina State Historic
Preservation Office Web site,
North Carolina Department of
Cultural Resources.
<http://www.hpo.dcr.state.nc.us>

5. Historic Preservation At The Federal Level



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Historic Preservation At The State Level

Historic preservation is an activity found at not only the local and state levels of government, but at the federal government level as well. With passage of the National Historic Preservation Act in 1966 (NHPA), Congress made the federal government a full partner and a leader in historic preservation. The Congress recognized that overall the goals for historic preservation could best be achieved by supporting the efforts and enthusiasm of local citizens and communities. In the words of the Act, the federal government's role would be to "provide leadership" for preservation, "contribute to" and "give maximum encouragement" to preservation, and "foster conditions under which our modern society and our prehistoric and historic resources can exist in productive harmony."

Historic preservation at the federal level can be broken down into two main entities: the National Park Service and the Advisory Council on Historic Preservation. More information on each follows below.

A. NATIONAL PARK SERVICE

The National Park Service (NPS) has been charged as the primary agency to fulfill the federal role in historic preservation. Possessing the longest and most direct experience in studying, managing, and utilizing historic resources, the NPS provides basic technical knowledge and funding assistance, and also administers such programs as the National Register of Historic Places.



1. National Register of Historic Places

The National Register of Historic Places is the nation's official list of buildings, structures, objects, sites, and districts worthy of preservation for their significance in American history, architecture, archaeology, and culture. The National Register was established by the NHPA.

National Register listing puts no obligation or restriction on a private property owner using private resources to maintain or alter their property. A private

owner of a National Register property is obligated to follow federal preservation standards only if federal funding or licensing is used in work on the property or if the owner seeks and receives a special benefit that comes from National Register designation, such as investment tax credits.

A privately owned property may not be listed on the National Register over the objection of its owner or, in the case of a property with multiple owners, over the objection of a majority of owners. A district may not be listed in the National Register over the objection of a majority of owners of private property within the proposed district.

How Properties are Listed in the National Register of Historic Places

The National Register of Historic Places is a list maintained by the National Park Service of buildings, structures, sites, objects, and districts that are significant in American history, architecture, archaeology, engineering, and culture, and that meet criteria for evaluation established by the NHPA. Nominations to the National Register are submitted from each of the states by the State Historic Preservation Office (SHPO).

In every state, a review board examines potential nominations and makes recommendations to the SHPO regarding the eligibility of properties and the adequacy of nominations. These boards are composed of professional historians, archaeologists, architectural historians, and architects as well as other citizens having a demonstrated interest and expertise in historic preservation. In North Carolina, the review board is called the National Register Advisory Committee (NRAC), and includes both professional members and citizen members. The NRAC meets three times per year (the second Thursday of February, June, and October) to consider the eligibility of properties for nomination to the National Register. Nominations prepared under the supervision of the SHPO staff and approved by the NRAC are forwarded to the Keeper of the National Register at the National Park Service in Washington, D.C. Final authority to list properties in the National Register resides with the National Park Service.

How Eligible Properties are Identified

Properties and districts that may be eligible for the National Register are usually brought to the attention of the SHPO staff and the NRAC either: (1) through a county or community survey of historic properties co-sponsored by the State Historic Preservation Office and a local government or organization; (2) by interested individuals who provide preliminary information about properties to the SHPO staff; or, (3) through historic property surveys conducted as part of the environmental review process.

Those seeking National Register listing for properties that have not been recorded in survey projects co-sponsored by the State Historic Preservation Office may submit a Study List Application to the SHPO. If complete information and color slides of the property are included with the application, the NRAC will consider the property at its next meeting. If, in the opinion of the NRAC, the property appears to be potentially eligible for the National Register, it is placed on the Study List. This action by the NRAC authorizes the SHPO staff to work with the owner to coordinate a formal nomination of the property to the National Register.

What is a National Register Nomination?

A National Register nomination is a scholarly and authoritative document that thoroughly describes and evaluates a property's setting and physical characteristics, documents its history, assesses its significance in terms of its historic context, and demonstrates how it specifically meets National Register criteria for evaluation. The nomination is supported by professional quality black and white photographs, maps delineating the property's boundaries, and other materials and information. The nomination must be prepared according to federal and state guidelines.



Note: A copy of a National Register nomination form has been provided for informational purposes only and can be found in the Appendix section.

Who Prepares National Register Nominations?

Private consultants hired either by individual property owners or by local governments or organizations prepare most nominations. Professional archaeologists sometimes prepare nominations of archaeological sites as part of their ongoing research. SHPO National

Register staff is responsible for reviewing, editing, and processing nominations prepared in these ways. Due to the high demand for National Register nominations, the small SHPO staff is unable to prepare nominations as a public service.

An owner of a Study List property who seeks to have it listed in the National Register may hire a private consultant to prepare the nomination. SHPO maintains a list of qualified consultants. SHPO staff cannot quote fees, and fees will vary depending on the consultant and the complexity of the nomination. An owner may expect to pay a professional historian, architectural historian, or archaeologist the equivalent of 40 to 80 hours of time at a professional hourly wage.

Neighborhoods that are on the Study List must also work with a private consultant to prepare a National Register historic district nomination. Such areas can pursue a National Register nomination in coordination with the local Historic Resources Commission and staff through a competitive grant process or choose to pursue National Register listing independent from publicly-assisted funding.

What Happens to the Finished Nomination?

The nomination is reviewed by members of the SHPO's National Register Advisory Committee at one of its regular meetings. If the NRAC recommends that the nomination be submitted to the National Register, it is signed by the State Historic Preservation Officer and forwarded to the Keeper of the National Register. At the National Register office, the nomination is reviewed and the decision to list or not list is made within not less than 15 and not more than 45 days of receipt. If the property is listed, SHPO will notify the owner and provide a certificate stating that the property has been listed in the National Register of Historic Places.

Contact Information
National Register
of Historic Places
National Park Service
1201 Eye St., NW
8th Floor (MS 2280)
Washington, DC 20005
Phone: 202-354-2213
Email: nr_info@nps.gov
Web site: <http://www.cr.nps.gov/nr/>



2. National Historic Landmark Designation

National Historic Landmarks are nationally significant historic places designated by the Secretary of the Interior because they possess exceptional value or quality in illustrating or interpreting the heritage of the United States. Today, fewer than 2,500 historic places bear this national distinction. Many of the most renowned historic properties in the nation are Landmarks. Mount Vernon, Pearl Harbor, the Apollo Mission Control Center, Alcatraz, and the Martin Luther King, Jr. Birthplace are Landmarks that illustrate important contributions to the nation's historical development. Working with citizens throughout the nation, the National Historic Landmarks Program draws upon the expertise of National Park Service staff that work to nominate new Landmarks and provide assistance to existing Landmarks. Forsyth County is fortunate to possess National Historic Landmark properties. Old Salem, Bethabara, and Bethania have all three been designated as National Historic Landmarks.

How are National Historic Landmarks Selected?

Potential Landmarks are identified through theme studies conducted by the NPS that provide a comparative analysis of properties associated with a specific area of American history. The NPS Advisory Board evaluates the importance of the potential Landmarks twice a year at meetings. The Secretary of the Interior makes final decisions regarding National Historic Landmark designation.

How are National Historic Landmarks different from Properties Listed in the National Register of Historic Places?

Landmarks have been recognized by the Secretary of the Interior as possessing national significance. A nationally significant property is of exceptional value in representing or illustrating an important theme in the history of the nation and is, therefore, considered a National Historic Landmark. On the other hand, properties listed in the National Register are primarily of state and local significance, and, thus, their impact is restricted to a smaller geographic area.

Contact Information

National Historic Landmarks Survey
1849 C Street, NW (Org. 2280)
Washington, D.C. 20240
Phone: 202-354-2216
Fax: 202-371-2229
Web site:
<http://www.cr.nps.gov/nhl/index.htm>



Contact Information

National Park Service
Southeast Regional Office
Atlanta Federal Center
1924 Building
100 Alabama Street, SW
Atlanta, Georgia 30303
Phone: 404-562-3117
Fax: 404-562-3202



3. Federal Investment Tax Credit

The Federal Historic Preservation Tax Incentives program is one of the country's most successful and cost-effective economic development programs. The program fosters private sector rehabilitation of historic buildings and promotes economic revitalization. The Federal Historic Preservation Tax Incentives are available for buildings that are National Historic Landmarks, that are listed in the National Register, and/or that contribute to National Register Historic Districts. Properties must be income-producing and must be rehabilitated according to standards set by the Secretary of the Interior.

Jointly managed by the National Park Service and the Internal Revenue Service in partnership with State Historic Preservation Offices, the Historic Preservation Tax Incentives program rewards private investment in rehabilitating historic buildings. Prior to the program, the U.S. tax code favored the demolition of older buildings over saving and using them. Beginning in 1976, the Federal tax code became aligned with national historic preservation policy to encourage voluntary, private sector investment in preserving historic buildings.



The Historic Preservation Tax Incentives are a valuable tool in revitalizing communities and preserving the historic places that give cities, towns, and rural areas their special character. The Historic Preservation Tax Incentives generate jobs, both during the construction phase and in the spin-off effects of increased earning and consumption. Rehabilitation of historic buildings attracts new private investment to the historic core of cities and towns and is crucial to the long-term economic health of many communities. Enhanced property values generated by the Historic Preservation Tax Incentives program result in augmented revenues for local and state government through increased property, business, and income taxes.

The current tax incentives for preservation, established by the Tax Reform Act of 1986 (PL 99-514; Internal Revenue Code Section 47 [formerly Section 48(g)]) include:

- a 20% tax credit for the *certified rehabilitation of certified historic structures*.
- a 10% tax credit for the rehabilitation of *nonhistoric, nonresidential* buildings built before 1936.

For both credits, the rehabilitation must be a *substantial* one and must involve a *depreciable* building. (Italicized terms are described in more detail in the following question/answer sections.)

What is a Tax Credit?

A tax credit is different from an income tax deduction. An income tax deduction lowers the amount of income subject to taxation. A tax credit, however, lowers the amount of tax owed. In general, a dollar of tax credit reduces the amount of income tax owed by one dollar.

The 20% rehabilitation tax credit equals 20% of the amount spent in a *certified rehabilitation of a certified historic structure*.

The 10% rehabilitation tax credit equals 10% of the amount spent to rehabilitate a *nonhistoric building* built before 1936.

20% Rehabilitation Tax Credit

The federal historic preservation tax incentives program (the 20% credit) is jointly administered by the U.S. Department of the Interior and the Department of the Treasury. The National Park Service (NPS) acts on behalf of the Secretary of the Interior, in partnership with the State Historic Preservation Officer (SHPO). The Internal Revenue Service (IRS) acts on behalf of the Secretary of the Treasury. Certification requests (requests for approval for a taxpayer to receive these benefits) are made to the National Park Service through the SHPO. Comments by the SHPO on certification requests are fully considered by the NPS. However, approval of projects undertaken for the 20% tax credit is conveyed *only in writing* by authorized officials of the National Park Service.

The 20% rehabilitation tax credit applies to any project that the Secretary of the Interior designates a *certified rehabilitation of a certified historic structure*. The 20% credit is available for properties rehabilitated for commercial, industrial, agricultural, or rental residential purposes, but it is not available for properties used exclusively as the owner's private residence.

What is a "Certified Historic Structure?"

A *certified historic structure* is a building that is listed individually in the National Register of Historic Places or a building that is located in a National Register Historic District and certified by the National Park Service as contributing to the historic significance of that district. The "structure" must be a building – not a bridge, ship, railroad car, or dam.

Obtaining Certified Historic Structure Status

Owners of buildings within historic districts must complete Part 1 of the *Historic Preservation Certification Application – Evaluation of Significance*. The owner submits this application to the SHPO. The SHPO reviews the application and forwards it to the NPS with a recommendation for approving or denying the request. The NPS then determines whether the building contributes to the historic district. If so, the building then becomes a "certified historic structure." The NPS bases its decision on the Secretary of the Interior's *Standards for Evaluating Significance within Registered Historic Districts*.

Buildings individually listed in the National Register of Historic Places are already certified historic structures. Owners of these buildings need not complete the Part 1 application.

Property owners unsure if their building is listed in the National Register or if it is located in a National Register district should contact SHPO.

What if my building is not yet listed in the National Register?

Owners of buildings that are not yet listed individually in the National Register of Historic Places or located in districts that are not yet listed may use the Historic Preservation Certification Application, Part 1, to request a *preliminary determination of significance* from the National Park Service. Such a determination may also be obtained for a building located in a historic district but that is outside the period or area of significance of the district. A preliminary determination of significance allows the owner to proceed with the rehabilitation project while the process of nominating a building or a district continues. Preliminary determinations, however, are not binding. They become final only when the building or the historic district is listed in the National Register or when the district documentation is amended to include additional periods or areas of significance.

What is a "Certified Rehabilitation"?

The National Park Service must approve, or "certify," all rehabilitation projects seeking the 20% rehabilitation tax credit. A *certified rehabilitation* is a rehabilitation of a *certified historic structure* that is approved by the NPS as being consistent with the historic character of the property and, where applicable, the district in which it is located. The NPS assumes that some alteration of the historic building will occur to provide for an efficient use. However, the project must not damage, destroy, or cover materials or features, whether interior or exterior, that help define the building's historic character.

Application Process

Owners seeking certification of rehabilitation work must complete Part 2 of the *Historic Preservation Certification Application – Description of Rehabilitation*. Long-term lessees may also apply if their remaining lease is at least 27.5 years for residential property or 39 years for nonresidential property. The owner submits the application to the SHPO. The SHPO provides technical assistance and literature on appropriate rehabilitation treatments, advises owners on their applications, makes site visits when possible, and forwards the application to the NPS, with a recommendation.

The NPS reviews the rehabilitation project for conformance with the *Secretary of the Interior's Standards for Rehabilitation*, and issues a certification decision (information on the *Standards* is found in Section 5.A.4.). The entire project is reviewed, including related demolition and new construction, and is certified, or approved, only if the overall rehabilitation project meets the *Standards*. Both the NPS and the IRS strongly encourage owners to apply before work begins.

After the rehabilitation work is completed, the owner submits Part 3 of the *Historic Preservation Certification Application – Request for Certification of Completed Work* to the SHPO. The SHPO forwards the application to the NPS, with a recommendation as to certification. The NPS then evaluates the completed project against the work proposed in the Part 2 – *Description of Rehabilitation*. Only completed projects that meet the *Standards for Rehabilitation* are approved as "certified rehabilitations" for purposes of the 20% rehabilitation tax credit.

Processing Fees

The NPS charges a fee for reviewing applications, except where the total rehabilitation cost is under

\$20,000. Fees are charged according to a two-tiered system: a preliminary fee and a final fee. The preliminary fee covers NPS review of proposed rehabilitation work. The final fee covers NPS review of completed projects. The final fee amount depends on the cost of the rehabilitation. The preliminary fee is deducted from the final fee. Payment should not be sent until requested by the NPS. The NPS will not issue a certification decision until payment has been received.

IRS Requirements

To be eligible for the 20% rehabilitation tax credit, a project must also meet the following basic tax requirements of the Internal Revenue Code:

- The building must be *depreciable*. That is, it must be used in a trade or business or held for the production of income. It may be used for offices, commercial, industrial or agricultural enterprises, or for rental housing. It may not serve exclusively as the owner's private residence.
- The rehabilitation must be *substantial*. That is, during a 24-month period selected by the taxpayer, rehabilitation expenditures must exceed the greater of \$5,000 or the adjusted basis of the building and its structural components. The adjusted basis is generally the purchase price, minus the cost of land, plus improvements already made, minus depreciation already taken. Once the substantial rehabilitation test is met, all qualified expenditures, including those incurred outside of the measuring period, qualify for the credit.
- For phased rehabilitations, the same rules apply, except that a 60-month measuring period applies. This phased rule is available only if: (1) a set of architectural plans and specifications outlines and describes all rehabilitation phases; (2) the plans are completed before the physical rehabilitation work begins, and, (3) it can reasonably be expected that all phases will be completed.
- The property must be placed in service (that is, returned to use). The rehabilitation tax credit is generally allowed in the taxable year the rehabilitated property is placed in service.
- The building must be a *certified historic structure* when it is placed in service. If it is not yet a *certified historic structure* when it is placed in service, the owner must have requested on or before the date that the building was placed in service a determination from the NPS that the

building is a *certified historic structure*, and have a reasonable expectation that the determination will be granted. (This means, generally, for buildings not individually listed in the National Register of Historic Places, that Part 1 of the Historic Preservation Certification Application must have been filed before the building was placed in service.)

- Qualified rehabilitation expenditures include costs associated with the work undertaken on the historic building, as well as architectural and engineering fees, site survey fees, legal expenses, development fees, and other construction-related costs, if such costs are added to the basis of the property and are determined to be reasonable and related to the services performed. They do not include costs of acquiring or furnishing the building, new additions that expand the existing building, new building construction, or parking lots, sidewalks, landscaping, or other facilities related to the building.

Getting your project approved, or "certified"

Tens of thousands of projects have been approved for the historic preservation tax credit. Observing the following points will make approval of your project easier:

- *Apply as soon as possible, preferably before beginning work.* Consult with the SHPO as soon as you can. Read carefully the program application, regulations, and any other information the SHPO supplies. Submit your application early in the project planning. Wait until the project is approved in writing by the NPS before beginning work. Work undertaken prior to approval by the NPS may jeopardize certification. In the case of properties not yet designated *certified historic structures*, apply before the work is completed and the building is placed in service.
- *Photograph the building inside and outside before and after the project.* "Before" photographs are especially important. Without them, it may be impossible for the NPS to approve a project.
- *Read and follow the Secretary of the Interior's Standards for Rehabilitation and the Guidelines for Rehabilitating Historic Buildings.* If you are unsure how they apply to your building, consult with the SHPO or the NPS.
- Once you have applied, *alert the SHPO and the NPS to any changes in the project.*

10% Rehabilitation Tax Credit

The 10% rehabilitation tax credit is available for the rehabilitation of *nonhistoric buildings* placed in service before 1936.

As with the 20% rehabilitation tax credit, the 10% credit applies only to buildings – not to ships, bridges or other structures. The rehabilitation must be *substantial*, exceeding either \$5,000 or the adjusted basis of the property, whichever is greater. And the property must be *depreciable*.

The 10% credit applies only to buildings rehabilitated for *nonresidential* uses. Rental housing would thus not qualify. (Hotels, however, would qualify – they are considered to be in commercial use, not residential.)

A building that was moved after 1935 is ineligible for the 10% rehabilitation credit. (A moved certified historic structure, however, can still be eligible for the 20% credit.) Additionally, projects undertaken for the 10% credit must meet a specific physical test for retention of external walls and internal structural framework:

- at least 50% of the building's walls existing at the time the rehabilitation began must remain in place as external walls at the work's conclusion;
- at least 75% of the building's existing external walls must remain in place as either external or internal walls; and,
- at least 75% of the building's internal structural framework must remain in place.

Claiming the 10% Rehabilitation Tax Credit

The tax credit must be claimed on IRS form 3468 for the tax year in which the rehabilitated building is placed in service. There is no formal review process for rehabilitations of nonhistoric buildings.

The 10% or 20% Credit: Which One Applies?

The 10% rehabilitation tax credit applies only to non-historic, nonresidential buildings built before 1936. The 20% rehabilitation tax credit applies only to certified historic structures, and may include buildings built after 1936. The two credits are mutually exclusive. Only one applies to a given project. Which credit applies depends on the building – not on the owner's preference.

Buildings listed in the National Register of Historic Places are not eligible for the 10% credit. Buildings located in National Register listed historic districts or certified State or local historic districts are presumed to be historic and are therefore not eligible for the 10% credit. Owners of buildings in these historic districts may claim the 10% credit *only* if they file Part 1 of the Historic Preservation Certification Application with the National Park Service and receive a determination that the building does not contribute to the district and is not a certified historic structure. Owners of historic buildings denied certification for the 20% credit may not claim the 10% credit.



Note: A copy of the 20% federal investment tax credit application materials has been provided for informational purposes only and can be found in the Appendix section.

Contact Information
 Preservation Tax Incentives
 Technical Preservation Services
 National Park Service
 1849 C Street, NW (org code 2255)
 Washington, D.C. 20240
 Phone: 202-513-7270
 Email: nps_hps-info@nps.gov
 Web site:
<http://www.cr.nps.gov/hps/tps/tax/index.htm>



4. Secretary of the Interior's Standards for Rehabilitation

Rehabilitation projects must meet the following *Standards*, as interpreted by the National Park Service, to qualify as "certified rehabilitations" eligible for the 20% rehabilitation tax credit. The *Standards* are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

The *Standards* (36 CFR, Part 67) apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The *Standards* also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Contact Information

Heritage Preservation Services
National Park Service
1849 C Street, NW (2255)
Washington, DC 20240
Phone: 202-513-7270
Email: NPS_HPS-info@nps.gov
Web site: http://www.cr.nps.gov/hps/tps/standards_guidelines.htm



B. ADVISORY COUNCIL ON HISTORIC PRESERVATION

The Advisory Council on Historic Preservation (ACHP) is an independent federal agency that promotes the preservation, enhancement, and productive use of the nation's historic resources, and advises the President and Congress on national historic preservation policy.

One goal of the National Historic Preservation Act (NHPA), which established the ACHP in 1966, is to have federal agencies act as responsible stewards of the nation's resources when their actions affect historic properties. The ACHP is the only entity with the legal responsibility to encourage federal agencies to factor historic preservation into federal project requirements.

As directed by NHPA, the Advisory Council serves as the primary federal policy advisor to the President and Congress; recommends administrative and legislative improvements for protecting the nation's heritage; advocates full consideration of historic values in federal decision-making; and reviews federal programs and policies to promote effectiveness, coordination, and consistency with national preservation policies.

The Advisory Council works with three main program areas:

- **Preservation Initiatives:** Focuses on partnerships and program initiatives such as heritage tourism to promote preservation with groups such as state and local governments, Indian tribes, and the private sector.
- **Communications, Education, and Outreach:** Conveys the Advisory Council's vision and message to constituents and the general public through public information and education

programs, and a public recognition program for historic preservation achievement.

- **Federal Agency Programs:** Administers the National Historic Preservation Act's environmental review process (Section 106) and works with federal agencies to help improve how they consider historic preservation in their programs.

Section 106

Section 106 is an environmental review process that requires each federal agency to identify and assess the effects of its actions on historic resources. The responsible federal agency must consult with appropriate state and local officials, Indian tribes, applicants for federal assistance, and members of the public and consider their views and concerns about historic preservation issues when making final project decisions.

Section 106 applies when two thresholds are met: (1) there is a federal or federally licensed action, including grants, licenses, and/or permits, and, (2) that action has the potential to affect properties listed in or eligible for listing in the National Register of Historic Places.

Issues are resolved by mutual agreement, usually among the affected SHPO or the Tribal Historic Preservation Officer, the federal agency, and any other involved parties. The ACHP may participate in controversial or precedent-setting situations.

Contact Information

Advisory Council
on Historic Preservation
1100 Pennsylvania Avenue,
NW, Suite 809
Old Post Office Building
Washington, DC 20004
Phone: 202-606-8503
Email: achp@achp.gov
Web site: <http://www.achp.gov>



Sources of Information

Advisory Council on Historic Preservation Web site,
<http://www.achp.gov>

Historic Preservation Tax Incentives Web site,
National Park Service,
<http://www.cr.nps.gov/hps/tps/tax/index.htm>

National Historic Landmarks Program Web site,
National Park Service,
<http://www.cr.nps.gov/nhl/index.htm>

National Register of Historic Places Web site,
National Park Service, <http://www.cr.nps.gov/nr>

North Carolina State Historic
Preservation Office
Web site, North Carolina
Department of Cultural Resources.
<http://www.hpo.dcr.state.nc.us>

Technical Preservation Services
Web site, National Park Service,
[http://www.cr.nps.gov/hps/tps/
standards_guidelines.htm](http://www.cr.nps.gov/hps/tps/standards_guidelines.htm)



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6. Nonprofit Organizations



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6

Nonprofit Organizations

Nonprofit organizations fulfill an important role in historic preservation. These groups provide effective leadership and serve as strong advocates for historic resource concerns. Often nonprofit historic preservation organizations' success lies in the fact that these organizations have more flexibility than the public sector in pursuing historic preservation strategies.



Nonprofit historic preservation organizations are found at the local, state, and national levels.

A. LOCAL HISTORIC PRESERVATION ORGANIZATIONS

To date, there is no communitywide historic preservation advocacy group in Forsyth County. Citizens have long recognized the need for such a group; as such, *Legacy*, Forsyth County's comprehensive plan, recommends studying the feasibility of establishing a countywide nonprofit historic preservation organization that will maintain a broad-based membership and serve as a primary advocate for historic preservation issues.

While there is no comprehensive preservation advocacy organization in the community, there are various nonprofit preservation organizations whose focus is on a specific geographical area or subject. These organizations include: Wachovia Historical Society; Kernersville Historic Preservation Society; Society for the Study of Afro-American History in Winston-Salem and Forsyth County, Inc.; Clemmons Historic Preservation Society; Lewisville Historic Preservation Society; Old Salem, Inc; and, Historic Bethabara Park.

While not fully serving as historic preservation organizations, neighborhood associations and advocacy groups, as well as community development corporations, are an excellent resource for historic neighborhoods and areas. Throughout Winston-Salem and Forsyth County there are many such organizations.

The City of Winston-Salem
Department of Housing and Neighborhood Services
maintains a list of neighborhood associations
that can found at the following Web site address:
[http://www.cityofws.org/hns/community_services/
community_services.html](http://www.cityofws.org/hns/community_services/community_services.html)

B. STATE HISTORIC PRESERVATION ORGANIZATIONS

1. Preservation North Carolina

Founded in 1939, Preservation North Carolina is North Carolina's statewide private nonprofit historic preservation organization. Its mission is to protect and promote buildings, landscapes, and sites important to the heritage of North Carolina. Fortunately for North Carolina's citizens, Preservation North Carolina has a strong national reputation, having been cited by the National Park Service as "the premier statewide preservation organization of the South, if not the Nation," and the National Trust for Historic Preservation as "the model organization of its kind." An important part of Preservation North Carolina's work is its endangered properties program. Through this successful program, PNC acquires endangered historic properties and then finds purchasers willing and able to rehabilitate them. It has saved more than 450 endangered historic properties, generating an estimated \$100,000,000 in private investment.

Among its other activities are awards, workshops, publications, legislative advocacy, and public education. PNC has a net worth of more than \$5,000,000 and is supported by a membership of 4,500.

PNC has several regional offices, including one for the Northwest region of the state. This office is located right here in Winston-Salem at the historic Shell Station on Sprague Street!

Contact Information

Preservation North Carolina
220 Fayetteville Street Mall, Suite 200
P.O. Box 27644
Raleigh, NC 27611-7644
Phone: 919-832-3652
Fax: 919-832-1651
Email: info@presnc.org
Web site: <http://www.presnc.org>



Northwest Regional Office
Preservation North Carolina
1111 Sprague Street
P.O. Box 12338
Winston-Salem, NC 27117
Phone: 336-788-0765
Fax: 336-788-4772

C. NATIONAL HISTORIC PRESERVATION ORGANIZATIONS

1. National Trust for Historic Preservation

The national leader in the historic preservation movement is the National Trust for Historic Preservation. For more than 50 years, the National Trust has been helping people protect historic resources. Headquartered in Washington, DC, the Trust is a private nonprofit organization with more than 200,000 members. Its mission is to provide leadership, education, and advocacy to save the country's diverse historic places and to revitalize communities.

In the late 1940s, leaders of the growing American preservation movement recognized a need for a national organization to support and encourage grass-roots efforts. A group of interested citizens began working to establish a National Trust for Historic Preservation, and their efforts came to fruition when President Truman signed legislation creating the National Trust on October 26, 1949.

The founders envisioned an organization whose primary purpose would be acquiring and administering historic sites. In 1951, the Trust assumed responsibility for its first museum property. Today, twenty-five other historic sites across the United States, such as Drayton Hall in Charleston, South Carolina, and Montpelier, James Madison's home at Montpelier Station, Virginia, have subsequently become part of the National Trust.

Over time, the Trust expanded its mission to include public outreach. The Preservation Services Fund was

created in 1969 to provide financial assistance to local preservation projects. To give timely hands-on assistance to local preservationists, the Trust opened its first field office in San Francisco in 1971. Today there are eight regional field offices.

Education has always been at the core of the Trust's work, and includes publication of *Preservation*, a nationally distributed bimonthly magazine; annual Preservation Honor Awards; sponsorship of Preservation Month; and, development of the yearly list of *America's 11 Most Endangered Historic Places*.

The National Trust funds its work through members and contributions of individuals, corporations, and foundations. Though the National Historic Preservation Act of 1966 provided federal funding for the Trust's work, this appropriation was terminated by mutual agreement in 1998. Since then the Trust has relied on private-sector contributions.

Today, more than 50 years after its founding, the National Trust has a staff of more than 300, an annual budget of \$40 million, a national network of regional field offices, a collection of 25 historic sites, a dedicated membership of more than 250,000, and a range of programs, projects, and services to help communities protect their heritage.

Contact Information

National Trust for Historic Preservation
1785 Massachusetts Ave., NW
Washington, DC 20036-2117
Phone: 1-800-944-6847
Web site:
<http://www.nthp.org>



Southern Regional Office
National Trust
for Historic Preservation
456 King Street
Charleston, SC 29403
Phone: 843-722-8552
Fax: 843-722-8652
Email: soro@nthp.org



Sources of Information

National Trust for Historic
Preservation Web site,
<http://www.nthp.org>

Preservation North Carolina
Web site, <http://www.presnc.org>

7. Historic Resources

Primer



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7

Historic Resources Primer

A. ARCHITECTURAL STYLES

Forsyth County is fortunate to possess a wealth of architectural styles and examples, from high style buildings to vernacular interpretations. This rich architectural history enhances the community and provides a strong "sense of place." Examining the architectural evolution of the county helps yield important information about how the urban and rural areas, both residential and commercial, developed.



*Dyer's and Potter's House
Bethabara, Winston-Salem, 1782*

This section details the various architectural styles found in the area. While there are references on a wide range of styles found in the area, it is not exhaustive. Certain architectural styles may exist that are not included.

Local Styles & Variations

Moravian Architecture

The earliest Moravian buildings were constructed of log. Most were somewhat medieval in character and displayed the asymmetry, heaviness, and verticality typical of that time. Steeply pitched roofs, herring-bone "Dutch" doors, a central chimney, and half-timbering were all Germanic traits that the Moravians used in the buildings of the Wachovia Tract.

The early interiors utilized the Germanic Continental floor plan. This plan consisted of a central chimney and a large "hall-kitchen" that ran the length of the house. This hall-kitchen was parallel to one or two smaller rooms that were either unheated or heated by stoves. Practicality was the hallmark of early



*Fourth House
Salem, Winston-Salem, 1768*

Moravian (German) architecture. For instance, "Dutch" doors were used so that the top half could be left open for light

and air, while the bottom half remained closed to keep out roving farm animals. Central chimneys were more heat efficient and half-timbering was practical because it used less timber than a log house, and if the clay or brick wore away, it could be easily replaced. Brick construction was fairly rare during the early years of the Moravian settlement in the 18th century, due to the difficulty of obtaining lime.

The late-18th and early-19th centuries were busy building times in the Moravian communities. Log construction continued and brick-nogged buildings began to be constructed. In fact, buildings constructed with a hewn frame and brick nogging were popular across the region, and the technique was used until about 1900 in some places. While initially fairly rare in use, brick began to be increasingly used as a primary construction material. By the early 19th century, the Moravians began to break with German building traditions and adopt the classical symmetry of the Federal style of architecture that had become popular in America during the late 18th century. From then on, Moravian buildings began to be more strongly influenced by architectural styles prominent throughout the United States.



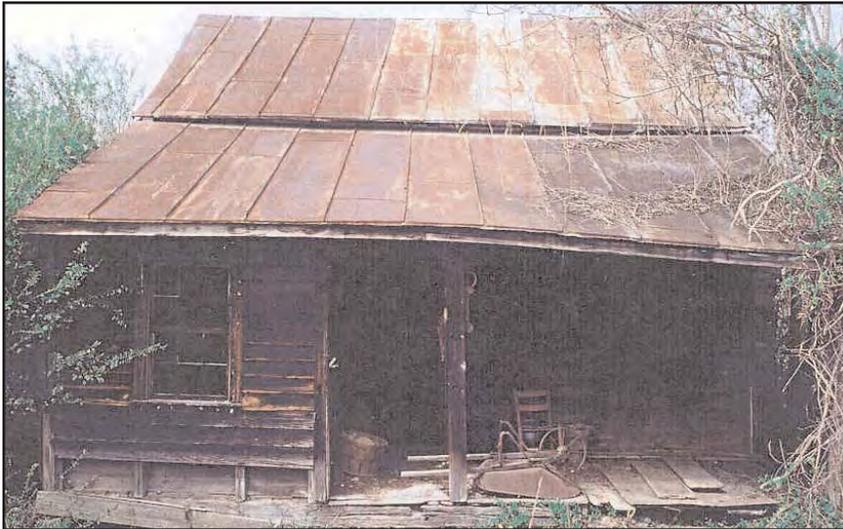
*Shore-Lehman House
Bethania, 1805*



*John Day House
Walkertown Vicinity, ca. 1860*

Log Buildings

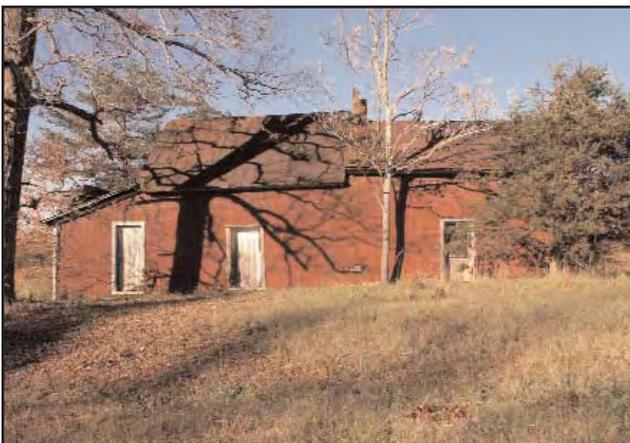
Log structures were popular in Forsyth County because of the ease with which the materials were gathered and assembled to create a building. Most log buildings featured stone foundations, board and batten doors, and whitewashed interior finishes applied to the logs. It should be noted that while log construction was the norm, the logs were, in many cases, not exposed but covered with weatherboards. Of the log buildings in Forsyth County with visible or exposed corner joints, approximately 49% of the existing examples were half-dovetailed and 39% were V-notched. Only the remaining 12% have full-dovetail, square, or diamond notches.



*Harper-Bullard House
Clemmons Vicinity, ca. 1830*



*Harper-Bullard
House Interior
Clemmons Vicinity,
ca. 1830*



*Moses Linville House
Walkertown Vicinity, ca. 1850*



*Moses Linville House Interior
Walkertown Vicinity, ca. 1850*



*House
West Salem, Winston-Salem,
ca. 1900*

I-House

The I-House was a widely used house form in Forsyth County. An I-House has two stories, is at least two rooms wide by only one deep, and the main entrance is on the long side. It has been identified by Fred Kniffen, a cultural geographer, as the predominant house type in the Upland South from the late-18th century to the early-19th century. The I-House presents its longest side to the road, creating the most impressive façade possible for a house of four rooms. In the South, it has the additional advantage of good cross ventilation.

I-Houses usually have a gable roof, exterior end chimneys, and sometimes feature front and/or rear porches. The majority of I-Houses remaining in the county date from the mid-to-late-19th century, although there are a few examples dating from the late-18th to the early-19th century.



*Edward Powers House
West Salem, Winston-Salem, ca. 1884*



*House
Waughtown/Belview, Winston-Salem, ca. 1900*

Residential Vernacular

There are many buildings in Forsyth County that contribute to the character and ambience of the community that do not fall into an identifiable architectural style. Vernacular is the term given to such structures. These eclectic buildings embody features from various styles and, while not readily categorized, they are important elements to the architectural and historical identity of the area.

Distinguishing Characteristics

- Front Gable
(2-stories high, end gable)
- Gable-and-Wing
(2-stories, end gable with a 1-, 1½-, or 2-story wing at the side)
- Four-over-Four
(2-stories, 2 rooms wide and 2 rooms deep)
- Workers Cottage
(1- or 1½-stories, 2 rooms side by side)
- One-Pen (1-story, 1 room)
- Side Gable (2 rooms wide and 2 rooms deep)
- Pyramidal
(1- or 1½-stories with pyramidal roof)



*House
East Twenty-Third Street,
Winston-Salem,
ca. 1900*



*George Black House
Winston-Salem,
ca. 1900*



*House
Centerville, Winston-Salem, ca. 1915*



*House
Waughtown/Belview,
Winston-Salem,
ca. 1925*

Commercial Vernacular

Early vernacular commercial buildings are referred to as Commercial Vernacular style, and latter forms are referred to as 20th Century Commercial Style. These buildings are recognized by their form as opposed to their architectural style; although they may have some decorative features and detailing taken from architectural styles and may even have some high style features. Italianate and Classical features are often incorporated. These commercial buildings are typically found in main street areas, which were developed in response to the community's need for a concentrated focus of public buildings.



*Ledford-Styres Company Store
Rural Hall, 1905*



*Trade Street
Downtown, Winston-Salem,
ca. 1907-1925*

Distinguishing Characteristics

- Street façades abutting one another and defining the property's edge
- Buildings in relative scale with adjacent commercial vernacular buildings
- Façades that adhere to the basic composition with variations depending on use and time period
- Typical three part façades: storefront, upper stories, and cornice or parapet
- Features may include: prism glass in the transoms above the storefronts, cast iron supports and pressed metal cornices.

Classical Styles

Federal

The Federal style of architecture had its roots in England. Two British brothers named Adam adapted the English Georgian style by adding swags, garlands, urns, and other delicate details in order to create what is known as the Federal style. In the American colonies, homes and public buildings also took on graceful airs. Inspired by the work of the Adam brothers and also by the great temples of ancient Greece and Rome, Americans began to build homes with Palladian windows, circular or elliptical windows, recessed wall arches, and oval-shaped rooms. This new Federal style became associated with America's evolving national identity. Federal architecture was the favored style in the United States from about 1780 until the 1830s.

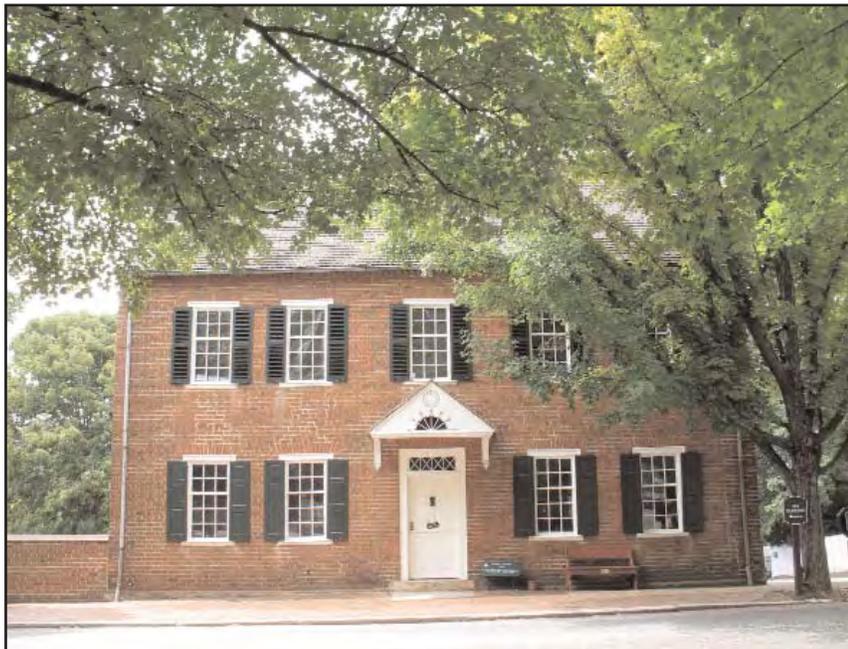
In what is today Forsyth County, German/Moravian building traditions began to wane by about 1800, and architectural design that reflected the classical symmetry of the Federal period started to be seen. Examples include the 1802 home of Dr. Samuel Benjamin Vierling and John Vogler's 1819 residence in Salem. Vierling's house showed an awareness of the Federal style of architecture; while it was not a full-blown example of the style, it did represent an important break with ingrained German architectural traditions. The Vogler House was a more obvious example of Federal architecture and featured a symmetrical façade, large windows with arches and keystones, slender interior end chimneys, and a gable entrance hood.



*Dr. Samuel Benjamin Vierling House
Salem, Winston-Salem, 1802*

Distinguishing Characteristics

- Low-pitched roof, or flat roof with a balustrade
- Windows arranged symmetrically around a center doorway
- Semicircular fanlight over the front door
- Narrow side windows flanking the front door
- Decorative crown or roof over front door
- Tooth-like dentil moldings in the cornice
- Palladian window
- Circular or elliptical windows
- Shutters
- Decorative swags and garlands
- Oval rooms and arches



*John Vogler House
Salem,
Winston-Salem,
1819*

Greek Revival

The Greek Revival style dominated American architecture during the period 1830-1860. It was the first national architectural style in the United States found in all regions of the country. The popularity of the style was due to strong associations with classical tradition and democracy. Greek Revival was very adaptable, and was utilized in all levels of building, from high style to lower style.



*Lewis Lagenauer House
Lewisville, ca. 1860*

By the 1840s, Salem's architecture had begun to reflect the Moravians' assimilations into Southern culture in general and North Carolina's culture in particular. The Greek Revival style of architecture swept through North Carolina, and characteristics of the style could be seen all over the state. While there are a few pure interpretations of Greek Revival in Forsyth County, locally the style generally appeared in the form of houses with heavier, squarer, and wider proportions, a center hall plan, larger windows, a front door surrounded by sidelights and a transom, mantels of simple post and lintel construction with a wide frieze, and doors with two long vertical panels. The county's interpretation of Greek Revival was not an academic translation of the classicism of Greek temples; rather, the spirit of the style manifested itself in simple, functional details and plans. Probably one of the best and

most well-known examples of the Greek Revival style in North Carolina is Salem's Edward Belo House, completed in 1860. The building features a monumental central two-story Corinthian portico flanked by two-story porches detailed with columns and cast iron. Salem Academy and College's Main Hall, built in 1854, is an outstanding example of the Greek Revival style with a classic Greek two-story portico, fluted Doric columns, and a full entablature.



*Salem College Main Hall
Salem, Winston-Salem, 1854*



*Edward Leinbach House
Salem, Winston-Salem, ca. 1855*



*Edward Belo House
Salem, Winston-Salem, 1860*

In addition to the Greek Revival buildings appearing in Salem and Winston in the 1840s and 1850s, the rural areas of Forsyth County also reflected the growing popularity of this style. However, Greek Revival interpretations in the rural areas were generally not as sophisticated as those in the towns, but they are still important in their own right as vernacular interpretations of the style. Examples of these properties can be found in Pfafftown, Lewisville, Walkertown, and other areas of the county.

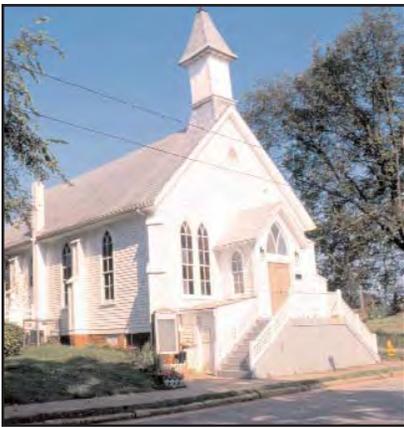
Distinguishing Characteristics

- Weatherboard siding
- Wide frieze board
- Corner pilasters
- Front facing gable roof with the cornice detail continuous across the gable ends (pedimented) or with cornice roof returns
- Entry sidelights and rectangular transoms
- Small paned double-hung windows
- Pedimented window heads

Picturesque Styles

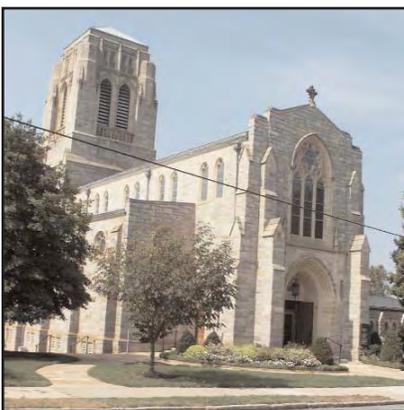
Gothic Revival

Beginning in the mid-19th century, many architects grew tired of the restrained qualities of architecture based on Greek (and Roman) examples. Interests called for more fancy, "picture-book-like" or picturesque buildings. One of the first styles to address this growing revision in tastes was Gothic Revival. This picturesque style began to be used in residential buildings as well as churches. A more vernacular variation of the Gothic Revival style is referred to as "Carpenter Gothic." In its residential interpretation, Gothic Revival had a vertical emphasis and usually featured a steeply pitched roof and steep cross gable. The gables' steepness is emphasized by fretwork (bargeboard, vergeboard, gingerbread) that follows



*Lloyd Presbyterian Church
Winston-Salem, ca. 1894*

all tall and narrow with pointed arches. These are called "lancet windows."



*St. Paul's Episcopal Church
West End, Winston-Salem,
1928*

the line of the eaves. Gothic Revival churches are defined by their tall, narrow, pointed, and vertical design. Often there is a tall, graceful bell tower that terminates with a pointed roof. Main doorways are usually in the form of a pointed arch and the windows are

While the Gothic Revival style began during the mid-19th century in the United States, existing evidence indicates that the style did not appear in Forsyth County until the last quarter of the 19th century. Local interpretations of the Gothic



*Cedarhyrst
Salem, Winston-Salem, 1893*

Revival style were of two types – Carpenter Gothic, the vernacular and usually frame variation; and, the purer style (often executed in stone). By far, the majority of the county's Gothic Revival style buildings were in the Carpenter Gothic style. One notable exception is Cedarhyrst, constructed in 1893 at the entrance to God's Acre in Salem. The stone house features a steep vertical roof, a Gothic-arched stone entrance porch, and a castellated stone porte-cochere. Carpenter Gothic building was predominantly seen in



*John M. Long House
Dozier Vicinity, ca. 1900*

church architecture, although the Dozier residence of John Long is a simple adaptation of Gothic principles, with its steep vertical roof, decorative bargeboard, and Gothic-arched dormer window. Carpenter Gothic churches can

be found throughout rural and urban Forsyth County, and the most stylistic is Lloyd Presbyterian Church near downtown Winston-Salem. Elaborate Gothic Revival church architecture did not appear until the large downtown church edifices, such as St. Paul's Episcopal Church, were built in the 1920s.

Distinguishing Characteristics

- Decorated bargeboard (also called vergeboard or gingerbread) trim
- Gothic-pointed-arch windows
- 2-over-2 double-hung sash windows
- Hood moldings over windows
- Weatherboard or vertical board and batten siding
- One-story bay windows

Italianate

The Italianate style dates from the mid-to-late 19th century and uses many of the forms and ornamentation of Italian Renaissance architecture. It is characterized in particular by the use of overhanging bracketed eaves and round or segmental-arched openings. Features of this style were often used on more vernacular buildings as well.

The Italianate style was popularized in the United States through the work of architects Alexander Jackson Davis and Andrew Jackson Downing. Its high style was popular in Winston and Salem, particularly along Cherry Street and Fifth Street. Located on Cherry Street are the Rogers House and the Conrad-Starbuck House, which display Italianate window treatment. The Rogers House features wooden segmental arched hoods over the windows and the Conrad-Starbuck House displays corbelled brick ornament over the windows. The interior of both these houses feature plaster cornices and ceiling medallions typical of the Italianate style. The Italianate style was popular in other areas of Forsyth County as well, particularly in Kernersville.



*Rogers House
Winston-Salem, ca. 1885*



*Conrad-Starbuck House
Winston-Salem, 1884*



*Isaac Harrison McKaughan House
Kernersville, ca. 1875*



*Rephelius Byron Kerner
Kernersville, ca. 1870*

Examples in Kernersville include the Theodore Kerner, Rephelius Byron Kerner, and Isaac Harrison McKaughan Houses. These houses feature such details as segmental arched windows with decorative brick hoods and Italianate eave brackets.



*Theodore E. Kerner House
Kernersville, ca. 1877*

Distinguishing Characteristics

- Wide eaves
- Large brackets (sometimes paired)
- Tall first floor windows
- Hooded window surrounds



*Dr. John Francis Shaffner House
Salem, Winston-Salem, 1873*

Second Empire

Second Empire was popular in the United States from approximately 1865 to 1880 following the time when the Italianate style was at its height. Considered then as a very contemporary style, it imitated French building fashion during the reign of Napoleon III (France's Second Empire), from which the style takes its name. The main feature of Second Empire style is the mansard roof, a boxy, steeply pitched roof line that can be concave, convex, straight, or S-shaped. This roof form was considered particularly functional because it permitted a full upper story of usable attic space. Other features include dormer windows that protrude from the roof and decorative brackets below the eaves. Not only was the Second Empire style used on houses, but also on office and government buildings.



*Harmon and Reid Mill
Kernersville, 1897*

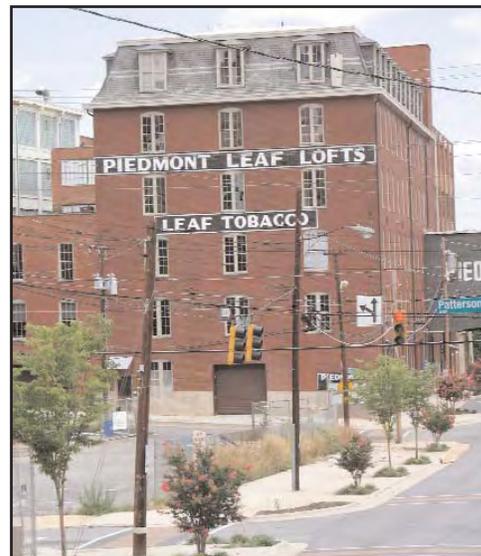
The Second Empire was not extensively used in Forsyth County; however, there are remaining residential and industrial examples. The Dr. John Francis Shaffner House, in Salem, is the finest existing representation of the style in the county. This imposing brick house features the prominent mansard roof with round-headed dormers, cut stone lintels over each window, and heavy paired brackets. Another example of the style is Fogle Flats, adjacent to the north end of God's Acre in Salem. Fogle Flats are a row of brick townhouses with a mansard roof and gabled dormers. The Second Empire also influenced some industrial buildings, such as the Brown Prizery Building on East Fourth Street in Winston-Salem and the Harmon and Reid Mill on Bodenhamer Street in Kernersville.

Distinguishing Characteristics

- Mansard roof with dormer windows
- Cornices
- Decorative eave brackets
- Patterned slate on roof
- Arched, paired windows



*Fogle Flats
Salem, Winston-Salem, ca. 1900*



*Brown Prizery Building
Downtown, Winston-Salem, ca. 1895*

Victorian Styles

Queen Anne

Popular during the Victorian period, the Queen Anne style is characterized by irregular massing, varied roof forms, bays, turrets, and detailed ornamentation. The exterior of a Queen Anne house can be quite elaborate in its use of surface materials and detailing. A variety of textures, materials, colors, and distinctive millwork are the usual components of the Queen Anne style. Houses can be one- or two-story and commonly have large wraparound porches.

The Queen Anne style was probably the most popular style in Winston and Salem during the late 19th century. Several high-style Queen Anne dwellings were



*Headmaster's House, Clemmons Moravian School
Clemmons, ca. 1900*



*Girls' Dormitory,
Clemmons Moravian School
Clemmons, ca. 1900*



*Edgar D. Vaughan House
West End, Winston-Salem, 1892*



*Thomas A. Crews House
Walkertown, 1891*

erected in the 1890s in the growing West End neighborhood. Col. J.L. Ludlow's house on the corner of Fifth and Summit Streets has a wealth of sawn ornamentation, large porches, decorated gable ends and stained glass in divided window sashes. At the corner of Forsyth and Fourth Streets, the Edgar Vaughan House is outstanding in Queen Anne complexity and design. It was designed by Hill Linthicum, one of

Winston's first architects, and is the only documented example of his work remaining in Winston-Salem.

As the style was so prominent in Winston and Salem, logically its popularity extended to the rural areas and small towns. For instance, the Thomas A. Crews House in Walkertown, built in 1891, exhibits a spacious porch with a projecting corner pavilion and sawnwork ornamentation. In Clemmons, the buildings for the Moravian Church and School, built in 1900, are good examples of Queen Anne architecture with their porches and gable ornaments.



*Jacob Lott Ludlow House
West End, Winston-Salem, 1887*

Distinguishing Characteristics

- Multi-gabled roof
- Fish scale shingles
- Roof cresting
- Tower with conical roof
- Wraparound porch



*Henry F. Shaffner House
Winston-Salem, ca. 1905*

Stick

Usually constructed entirely of wood, the buildings designed in the Stick style are characterized by horizontal, vertical, and diagonal boards, or sticks, that crisscross the exterior. These pieces of wood appear to be the outside structural supports of the house, but, in reality, they are mostly decorative, with the exception of wooden posts and braces beneath any porch roofs. Roofs are steeply pitched with intersecting gables, often featuring towers or large dormers jutting above the roof line. Overhanging eaves are braced with purlins. The overall form of the house is asymmetrical and picturesque, full of interesting shapes and angles, resulting in a highly decorated style.

Distinguishing Characteristics

- Decorative roof truss work at the peak of the gable ends projected out from the plane of the wall
- A pattern of wood boards (vertical, horizontal, diagonal) breaking the siding into sections
- Decorative millwork such as brackets, rafter tails, and porch details

One of the most elaborate dwellings in Winston-Salem is the 1884 Salem residence of John W. Fries on Cherry Street. "Hylehurst," as it was named, was designed by New York architect Henry Hudson Holly. The house features strong elements of the Stick style, which are expressed mainly through the applied ornament on the gable ends. Asymmetrical massing and steep intersecting gables are also prominent.



*Hylehurst
Winston-Salem, 1884*

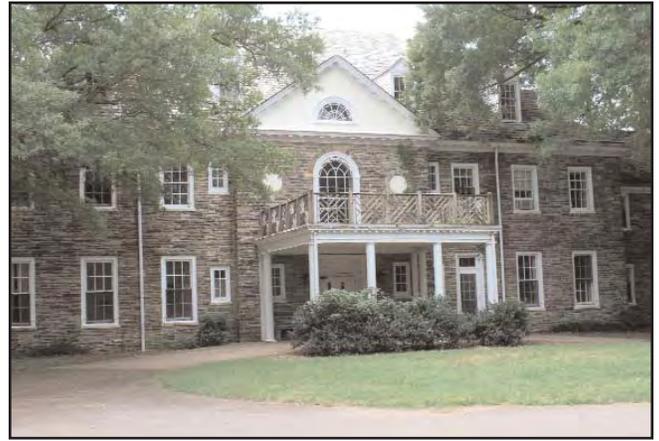
Period Revival Styles

Georgian Revival

Georgian Revival style borrows from both the 18th century Georgian and Federal styles and uses such characteristic design elements as symmetrical façades, rectangular plans, hipped roofs, and accurate classical details to produce designs having a sense of formality about them. Popular exterior design elements include corner quoins, denticulated cornices, Palladian-style three-unit windows, and symmetrical double-hung windows having 6, 8, or 12 lights placed in the top sash (and sometimes in the lower sash as well). A favorite spot for elaborate ornamentation is the centrally-placed entrance door, and typical features are broken pediments, classical order columns, semi-elliptical fanlights or transom lights, sidelights, and paneled entrance doors. Brick and stone are popular exterior materials; trim is often wood, although stone is also found on larger examples.

In Winston-Salem and Forsyth County, the amassing of large fortunes in the early 20th century due to industrialization prompted the building of great estates with period houses, such as the Georgian Revival, as centerpieces. Robert E. Lasater's 1928 Forest Hills Farm, in western Forsyth County, is one such estate.

The main house is a two-story, hipped-roofed, stone Georgian Revival structure with flanking wings and a spacious interior with elaborate modillioned cornices



*Forest Hills Farm
Clemmons Vicinity, 1928*



*E.W. O'Hanlon House
Reynolda Park, Winston-Salem, 1929*



*Norman Stockton House
Reynolda Park, Winston-Salem, 1929*

and equally detailed fireplace surrounds. The Georgian Revival is also found throughout Winston-Salem. The P.H. Hanes House, located in West Highlands, was designed by Charles Barton Keen (architect of Reynolda House) in 1931. The two-story brick house laid in Flemish brick bond has a 5-bay façade with flanking two-story wings. Its features include a front door surrounded by a fanlight and sidelights, gabled dormers, and a two-story portico with a swag motif on the frieze. In Reynolda Park, a suburban residential area adjacent to the Reynolda estate, Keen designed Georgian Revival style residences for clothier Norman Stockton and pharmacist E.W. O'Hanlon.

Distinguishing Characteristics

- Usually large and elaborate
- Brick or weatherboard siding
- Ornate moldings, such as dentils and modillions
- Round columns with complex capitals
- Hipped roof with shallow pitch
- Dormers
- Double-hung windows
- Prominent center window on second story, often arched or curved
- Quoins
- Shutters

Colonial Revival

The Colonial Revival style became popular after it appeared at the Philadelphia Centennial Exposition in 1876. Reflecting American patriotism and a desire for simplicity, the Colonial Revival style was, for some, a reaction against the excesses of the Victorian age, and what was seen as overly elaborate Victorian decoration. Even so, some houses borrowed 18th-century details and combined them with Queen Anne style houses. Colonial Revival style buildings are usually larger than their colonial counterparts, and may include features such as stained glass or large entry



*Burton Craige House
Washington Park, Winston-Salem,
ca. 1850, 1929*

features include a Palladian window and a wrap-around Ionic-columned porch with a balustraded upper deck.

Another example is the exuberant Burton Craige House in Washington Park. Locally renowned architect Luther Lashmit extensively remodeled the house, which originally was a mid-19th-century farmhouse. The result is an elegant frame Colonial Revival house with classical

entrance porch and one-story classical-columned porches to each side. Period landscaping and out-buildings complement the site.



*Rogers House
Ardmore, Winston-Salem, ca. 1924*



*Henry W. Foltz House
Holly Avenue, Winston-Salem, ca. 1906*



*House
Ardmore, Winston-Salem, ca. 1929*

porches, which would not have appeared in the original colonial buildings.

One of the most widely represented styles in Forsyth County is Colonial Revival. This style was used for countless numbers of residential structures in the community and ranged from pure examples of the form, rich in ornamentation, to simplified variations employing only a few elements of the style. Locally, Colonial Revival style dwellings were often blended into other styles, such as Queen Anne. At the top end of the spectrum are houses such as the John E. Coleman House in West End. Built in 1902, the Coleman House is one of the most sophisticated houses of its period in Winston-Salem. The symmetrically designed dwelling has pedimented cross gables and dormers, a garland frieze, dark brick lintels, and corner quoins which contrast with the light brick body of the house. Additional



*John E. Coleman House
West End, Winston-Salem, 1902*

Closer to downtown Winston-Salem, in the Holly Avenue neighborhood, is the Henry W. Foltz House, a Colonial Revival/Queen Anne cottage. The house has a hipped roof with various gabled projections, indicative of the Queen Anne style, but it also features a pedimented dormer and other design elements reflective of the Colonial Revival style.

Distinguishing Characteristics

- Two- to three-stories
- Pillars and columns
- Multi-pane, double-hung windows with shutters
- Dormers
- Paneled doors with sidelights and topped with rectangular transoms or fanlights
- Center entry-hall floor plan
- Entertaining rooms on first floor and bedrooms on upper floors
- Fireplaces
- Simple, classical detailing



*Jones House
Ardmore, Winston-Salem,
ca. 1928*

Dutch Colonial Revival

The Dutch Colonial Revival style was a popular early-20th century building style that was almost solely used for residential buildings. The gambrel roof is the distinguishing feature of the style. In general, Dutch Colonial Revival style can be divided into two types: those whose gambrel ends face to the front and those that face to the sides. Front-facing gambrel ends are more often found on earlier examples and on vernacular examples of the style while side-facing gambrel ends were favored for both larger and later examples. Dutch Colonial Revival buildings are generally symmetrical in appearance, but side-gambreled examples often have a small sun porch wing at one end. Exterior walls are typically clad in wood siding, wood shingles, brick, or stone, with contrasting materials frequently used to delineate different floors and help to produce a more informal appearance. Most examples are one-and-a-half stories and the use of large dormers to admit light to the second floor rooms is common, especially on later, side-gambreled examples.



*Herring-Sparks House
West End, Winston-Salem, ca. 1917*

Like its forbearer, the Dutch Colonial Revival style is seen predominantly throughout the urban neighborhoods of Winston-Salem. One of the purest examples of the style is the 1925 Bynum House located on Sprague Street in the Sunnyside neighborhood. The two-story frame house features the requisite gambrel roof and a notable central porch with roof balustrade and fluted columns.



*Bynum House
Sunnyside/Central Terrace, Winston-Salem,
ca. 1925*



*House
Waughtown/Belview,
Winston-Salem, ca. 1916*

Distinguishing Characteristics

- Gambrel roof
- Wide overhangs
- Gable end chimneys
- Windows in gable end
- Steep stepped gable
- Porch under overhanging eaves
- 8-over-8 windows
- Dormers

Spanish Colonial Revival

Spanish Colonial Revival was popular during the 1920s and 1930s and is characterized by elaborately carved decorations surrounding windows, entrances, and cornices. Curvilinear, shaped gables, parapets, arcaded entrances and porches, wrought iron detailing around openings, round-arched or straight-headed windows and heavy tile roofs are also characteristic elements of this style. Stucco is the most common building material used and is generally painted white or a light color.



*Kerner E. Shore House
West End, Winston-Salem, ca. 1921*

While the Spanish Colonial Revival style is not a prominent architectural type in Forsyth County, there are several examples throughout the community. The Kerner E. Shore House, on West Fourth Street in West End, is a large, 2-story stuccoed house that displays a green tile hipped roof with matching front dormer, overhanging eaves with shaped rafter ends, balconied windows, arched openings, and parapeted wings. A 1920s apartment building on West End Boulevard is a simpler, yet nicely detailed version of the style. Primary features of the white stuccoed building include a green tile pent eave at the roofline with a shaped parapet above, scrolled brackets, and a round-arched balconied window above the central entrance.



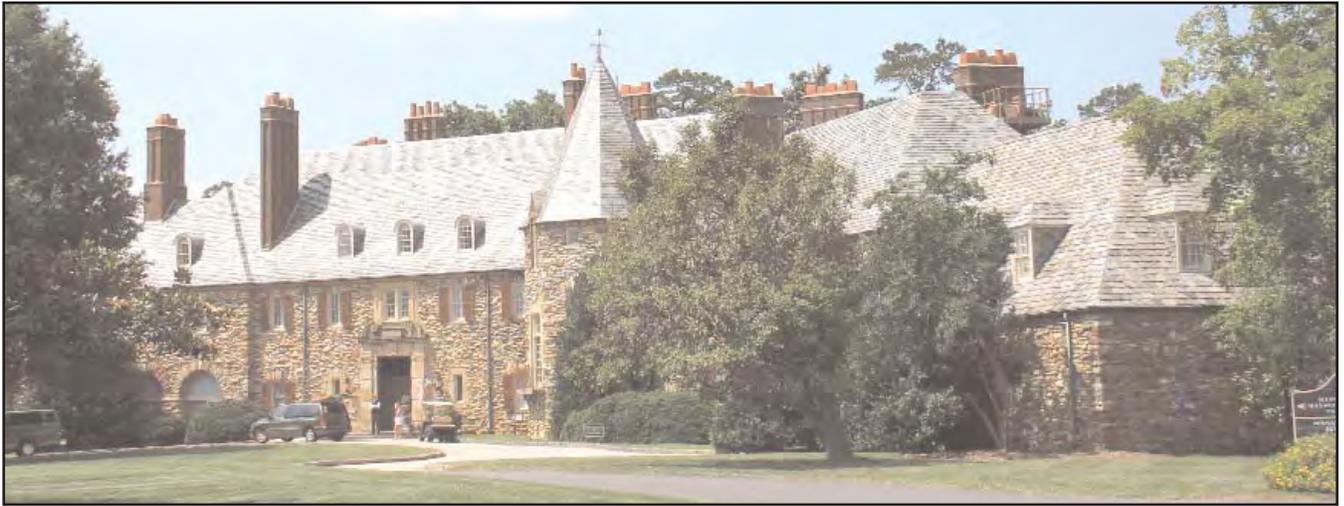
*Summit Street Pharmacy
West End, Winston-Salem,
1928*



*Apartment Building
West End, Winston-Salem,
ca. 1925*

Distinguishing Characteristics

- Curvilinear gable
- Heavy tile roof
- Arcaded entrance or porch
- Wrought iron grillwork
- Ornatly carved details
- Round-arched windows
- Straight-headed windows
- Bell tower
- Stucco/plaster finish



*Graylyn
Winston-Salem,
1931*

French Eclectic

The French Eclectic style displays great variety in form and detailing, but is united by the characteristic style of roof, which is tall, and steeply pitched. At the end of World War I, American soldiers arrived home with an appreciation for all things French. This translated into architectural style and as such, it wasn't long before French-inspired dwellings sprang up all over America. Decades before, French prototypes had served as models for several American architectural styles, notably Second Empire and Beaux Arts. These were based on grand French buildings, including Parisian palaces, the chateaux of the Loire Valley, and the cottages of Normandy. As French Eclectic styles

caught on in the United States, it was the rural vernacular architecture of the French countryside that inspired much of American residential architecture. Some of these styles take the form of cottages, while others resemble small castles.

Probably the most well-known example of a property designed in a variation of the French Eclectic style is Graylyn, the estate of Bowman Gray, President of R.J. Reynolds Tobacco Company. Completed in 1931, Graylyn is based on the rural architecture of Normandy and Brittany, and the interior contains an interesting collection of rooms taken from Persia, France, and England. Outstanding ironwork, forged by J. Barton Benson, a Philadelphia blacksmith, appears throughout Graylyn.



*Ralph Fagg House
Kernersville, ca. 1945*

Distinguishing Characteristics

- Tall, steeply pitched, hipped roof without dominant front-facing cross gable
- Dormers
- Eaves commonly flared outward at roof-wall junction
- Brick, stone, or stucco walls
- Round towers, with cone-shaped roofs
- Arched entries

Tudor/English Cottage Revival

The Tudor Revival style does not adhere strictly to its inspiration, which is 16th century English architecture, but rather is a mixture of elements from the American image of medieval forms. The development of the Tudor Revival style was associated with the Arts and Crafts movement, in which medieval architecture was valued as a rejection of the industrialized age. The most dominant features of the Tudor Revival style are half-timbering, which covers the upper story, and a very steeply-pitched roof. The exterior texture of brick, stone, or stucco together with the timbering, gives the building a picturesque composition. The style was used predominantly during the 1920s and 1930s. Tudor Revival buildings also feature gabled or hipped roofs with tile, slate or shake shingles, and decorated chimney detailing. Windows are generally mullioned casements with an occasional bay window. The style was used in both large, formal examples and for smaller, modest homes. The simplified version of the Tudor Revival style is known as English Cottage Revival. It is a 1-1½ story structure generally composed of brick, stucco or occasionally stone. English Cottage Revival buildings were popular through the 1940s.

Examples of the Tudor Revival can be seen predominantly in Winston-Salem, and specifically in the West Highlands/Buena Vista neighborhoods. These residential buildings feature very steeply pitched roofs and dominant half-timbering. The small, more modest English Cottage Revival dwellings can be found throughout the urban neighborhoods of Ardmore and the Greenway Avenue and Bon Air Drive areas, as well as in Forsyth County's small towns and rural areas. These houses all have varying degrees of architectural ornamentation. Usually executed in brick, these asymmetrical houses usually feature a notable front chimney.



*House
Buena Vista, Winston-Salem,
ca. 1925*



*Frederick Fries Bahnson House
Washington Park,
Winston-Salem, 1914*



*Charles House
Ardmore, Winston-Salem,
ca. 1938*



*House
Waughtown/Belview,
Winston-Salem, ca. 1940*



*House
Bon Air Avenue,
Winston-Salem, ca. 1940*



*Katzin House
Ardmore, Winston-Salem,
ca. 1937*

Distinguishing Characteristics

- Half-timbering
- Steeply-pitched roof
- Casement windows with mullions
- Clipped gables
- Decorative chimney detailing
- Heavy shingles in tile or slate
- Textured exterior
- Prominent chimney

Neo-Classical Revival

In 1893, when the World's Columbian Exposition was held in Chicago, the theme of the fair was the Classical World. The buildings at the exposition were constructed to reflect that theme. Americans became familiar with the style through photographs and news stories written about the Exposition. Often architectural styles achieve popularity after public exposure, and such was the case with the Neo-Classical style. The Neo-Classical Revival style represented strength and stability; a building



*Cicero Francis Lowe House
Washington Park, Winston-Salem,
1911*

Throughout Winston-Salem's historic residential neighborhoods, examples of Neo-Classical Revival architectural style can be found. One example is the Cicero Francis Lowe House, located in Washington Park. The house is one of the grandest on Cascade Avenue and features a two-tiered entrance porch with Ionic columns.

In West End, the Rosenbacher House is a primary example of the Neo-Classical Revival style. This house is one of the few remaining mansions on Fifth Street and, like the



*R.J. Reynolds High School Auditorium
Winston-Salem, 1924*



*Rosenbacher House
West End, Winston-Salem,
ca. 1906*



*Atkins High School
Winston-Salem, 1931*

constructed in the style was often the most outstanding structure on the block. The style became the traditional design of choice for banks, museums, and government buildings, and was used in residential design as well. Neo-Classical Revival style remained in fashion from roughly 1895 into the 1930s.

The Neo-Classical Revival style is characterized by an imposing appearance and elaborate classical detailing. Its hallmark is a monumental central portico complete with two-story columns (usually in pairs) that often overlaps a one-story porch extending beneath the portico, across the façade, and down one or both of the side elevations. Additional decoration is found at elaborately detailed door and window surrounds, balustrades, dentilled cornices, and pedimented dormers. Buildings are usually large in proportion and of symmetrical arrangement.

Lowe House, it has a monumental front portico which is held in place with full-height Corinthian columns.

Another popular building type designed in the Neoclassical Revival style throughout Forsyth County is the local school. In the 1920s, a building boom in Forsyth County's school architecture began. Extant reminders with Neo-Classical motifs in the smaller town areas include Old Town and Clemmons; however, the most exuberant example can be seen in the R.J. Reynolds High School and Auditorium complex.



*Green Street United Methodist Church
West Salem, Winston-Salem, 1921*

Distinguishing Characteristics

- Full-height 2-story portico
- Large, prominent columns with decorative capitals
- Decorative square blocks (modillions) lining the underside of the roofline



*Carnegie Public Library
Downtown, Winston-Salem, 1906*

Beaux Arts

In French, the term *beaux arts* means fine arts. Based on ideas taught at the legendary École des Beaux-Arts in Paris, the Beaux Arts style flourished between 1885 and 1920. Combining ancient Greek and Roman forms with Renaissance ideas, Beaux Arts is an eclectic Neo-classical style. Colossal masonry buildings are usually highly ornamented with garlands, flowers or shields. Columns, pilasters, balustrades, and window balconies are also identifying components of the

Beaux Arts style. Because of the size and grandiosity of these buildings, Beaux Arts became a favored style for court houses, museums, railroad terminals, and government buildings.

In Forsyth County, examples of the Beaux Arts style are nonresidential properties. For instance, one of the earliest examples is the (former) Carnegie Public Library, constructed in 1906 as part of the public library system funded by Andrew Carnegie throughout the United States. Now, Our Lady of Fatima Catholic Church, the brick building features keystone-arched windows and a pedimented entrance flanked by full-height, fluted Doric columns supporting a full entablature.

In 1914, the Main Post Office on Fifth Street in Winston-Salem was fully redesigned and enlarged in the Beaux Arts style. The building, two stories high, features a full-height portico on the façade with Corinthian columns, and the interior displays double-barrel vaulted ceilings with delicate applied plaster ornamentation.

Three outstanding 1920s Beaux Arts commercial buildings are located in downtown Winston-Salem. The Nash Building, the Stockton Building, and the Morris Plan Industrial Bank all have elaborate exterior detailing such as anthemions and swags.



*Morris Plan Industrial Bank
Downtown, Winston-Salem, ca. 1925*

Distinguishing Characteristics

- Massive, grandiose building with stone finish
- Monumental classical ornamentation with balustrades, balconies, columns, pilasters
- Highly decorated with swags, medallions, cartouches, flowers, shields
- Grand stairway
- Large arches
- Symmetrical façade



*Main Post Office Building
Downtown, Winston-Salem, 1914*



*Stockton Building
Downtown, Winston-Salem, ca. 1929*



*Nash Building
Downtown, Winston-Salem, 1928*

Renaissance Revival

The Renaissance Revival style is based on the architecture of 16th-century Renaissance Italy and France, with additional elements borrowed from Ancient Greek and Roman architecture.

Renaissance Revival is best identified by its cube shape and horizontal divisions, usually defined by belt or string courses. These horizontal divisions are sometimes completed by using different materials for each floor or section and by changing window surrounds, shapes, or sizes. Arcades and arched openings, quoins, projecting cornices with modillions and dentils, and engaged columns and piers are also characteristic of this style. Due to the expensive materials required and the elaborate style, Renaissance Revival was best suited for public and commercial buildings.

The primary example of the Renaissance Revival style is Winston-Salem City Hall, completed in 1926. The exterior of the structure is brick, with a first floor of rusticated stone. A strong horizontal emphasis is an important component of the building, stone pilasters separate the central bays of the building's façade. A stone balustrade encircles the roof of the building.

Another structure of note is Winston's first metal frame skyscraper, the eight-story Wachovia building at the corner of Third and Main Streets. As with many of the other skyscrapers erected in the early 20th



*Wachovia Bank and Trust Company Building
Downtown, Winston-Salem, 1911*

century, the overall composition of the building consisted of the base, shaft, and capital. It is the "capital" section of the Wachovia Building that is decorated with stone Renaissance Revival motifs.



*Winston-Salem City Hall
Downtown, Winston-Salem, 1926*

Distinguishing Characteristics

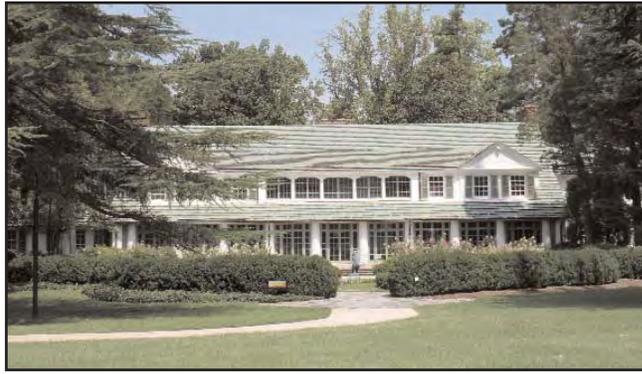
- Cube-shaped
- Balanced symmetrical façade
- Horizontal division
- Belt/string course
- Arcades
- Modillions
- Quoins
- Dentils
- Full roofline entablature topped with balustrade

Bungalow Styles

Craftsman Style

The Craftsman style structure resulted from the Arts and Crafts movement of the early 20th century, a philosophy that stressed comfort and utility through the use of natural materials and a lack of pretension. Exposed rafter ends, overhanging eaves, clipped gables, and large porch columns replaced the more delicate and intricate detailing of the Victorian period. In addition to these characteristics, windows consisted of divided lights in the upper sash and a single light in the lower sash. Some Craftsman houses display a small amount of false half-timbering (not to be mistaken for the Tudor Revival style which has significant amounts of half-timbering).

Certainly the most well-known local example of this type is Reynolda House. Built in 1917, Reynolda



Reynolda House, Winston-Salem, 1917

front door is flanked by sidelights that mimic the door's muntin pattern. A multi-light Craftsman-style tripartite window is located on the front elevation and Craftsman-style windows appear on all elevations of the house. The Craftsman style appeared all over the county in the 1920s and 1930s, much of it probably constructed as speculative housing.

Distinguishing Characteristics

- Horizontal emphasis
- One- or 1½-stories
- Roof overhangs with wide projecting eaves
- Exposed brackets and rafters
- Double-hung windows with three or more lights in the upper sash and one in the lower sash
- Battered (tapered) porch columns, often resting on piers of brick, stone, or wood



*House
West Salem, Winston-Salem, ca. 1920*



*William V. Poindexter House
Washington Park, Winston-Salem,
ca. 1920*



*Henry L. Mickey House
Waughtown/Belview,
Winston-Salem, 1924*

House follows the bungalow philosophy in its integration of the house with the landscaping, its open interior plan and in its somewhat unpretentious design patterns of a simple stucco exterior featuring green shutters and plain porch columns.

Another outstanding example of the style is the Henry L. Mickey House, located on Waughtown Street. The two-story, side-gabled frame and wood-shingled house features a full-height projecting wall gable creating an asymmetrical façade. A shed-roof spans the length of the house wrapping around the side elevations. Knee-braces and exposed rafter tails are located under the broad gable that intersects both the porch roof and the primary roof. Of special note is the fenestration of the Mickey House. The multi-light



*Chambers House
Ardmore, Winston-Salem, ca. 1926*

American Foursquare

The American Foursquare is one of the most popular styles that emerged from 1900 to approximately 1930. The style features a strong square massing, usually with four square rooms above three square rooms, and an entrance hall with stairs tucked to the side on the first floor. This floor plan made the style economical and practical to build. The cubical shape made the most of every buildable inch, taking full advantage of small building lots and small budgets. The American Foursquare often has Arts and Crafts style detailing, especially in the main entrance where there may be a fireplace and built-in shelves and bookcases. The roof line is often pyramidal or hipped, and there may be a small dormer on the second floor. It usually has a front porch. The versatility of the Foursquare, usually built without the benefit of an architect, lent itself to endless variations and finish details by individual buyers. Foursquares were most commonly built in wood frame, but are also found in stucco and brick.

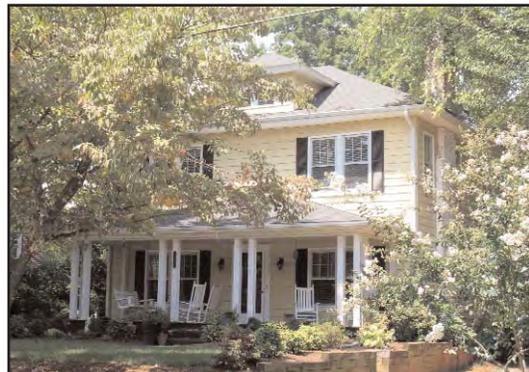


House
West Salem, Winston-Salem, ca. 1930

The Foursquare style occurs with great frequency predominantly in urban neighborhoods. However, it can also be seen to a limited degree in the smaller towns and rural areas. The Ardmore, West Salem, and Waughtown neighborhoods in Winston-Salem boast a large number of Foursquare dwellings.



House
Waughtown/Belview, Winston-Salem,
ca. 1920



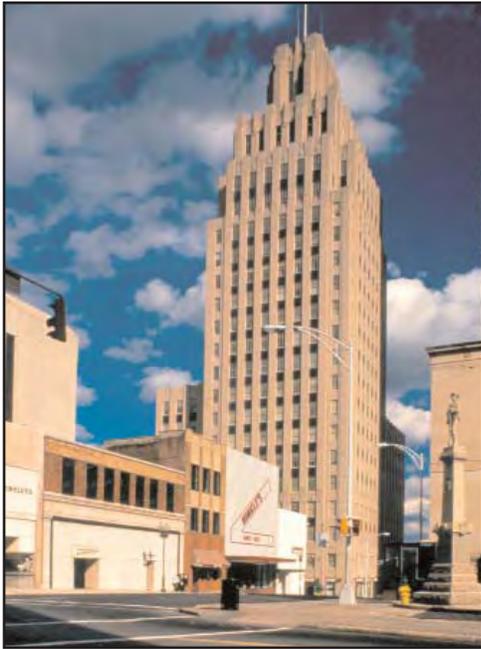
Warren House
Ardmore, Winston-Salem,
ca. 1925



House
West Salem, Winston-Salem, ca. 1920

Distinguishing Characteristics

- Simple box shape
- Two-and-a-half-stories high
- Four-room floor plan
- Low-hipped roof with deep overhang
- Large central dormer
- Front porch extending across full front of house



*R.J. Reynolds Building
Downtown, Winston-Salem, 1929*

Modern Styles

Art Deco/Moderne

The Art Deco style developed after the Paris Exposition Internationale des Arts Decoratifs et Industriels Modernes in 1925. Growing in popularity during the 1930s



*Sosnik's/Morris-Earley Building
Downtown, Winston-Salem, 1929*

and even the 1940s, Art Deco is characterized by an angular, linear emphasis. Geometric forms are the most common stylistic expression of Art Deco.



*Pepper Building
Downtown, Winston-Salem, 1929*

Spandrel panels, architectural sculptures, and geometric designs in relief are also typical of the style. Art Deco buildings are constructed of brick or stone, and sometimes feature decorative brickwork in contrasting colors. Moderne, a style that followed Art Deco, is closely related, but lacks the intricate geometric ornamentation of the Art Deco style. Moderne is very streamlined in appearance.

Probably the best and most well-known example of the Art Deco style is the 22-story R.J. Reynolds Building, designed and completed in 1929 by Shreve and Lamb of New York. The architectural firm won the annual award of the National Association of Architects for the Reynolds Building that year. Shreve and Lamb were commissioned to design the Empire State Building in Manhattan in 1931. The exterior similarity between the two buildings is obvious. In the lobby of the Reynolds Building, three types of marble were used, and the ceiling of the entrance hall was executed in gold-leaf, five-millionths of an inch thick and designed to give the appearance of smoke rings. Other Art Deco buildings in downtown Winston-Salem are the former Sosnik's/Morris-Earley Building at Fourth and Spruce Streets, and the Pepper building at Fourth and Liberty Streets. A residential property of note is the John W. Pack House, which is one of the rare examples in Forsyth County of the Moderne style.



*John W. Pack House
West End, Winston-Salem,
ca. 1948*

Located on North Sunset Drive in West End, this asymmetrical house is composed of one- and two-story blocks with flat roofs, corner windows, porthole windows, and a curved glass tile window at the entrance.

Distinguishing Characteristics (Art Deco)

- Linear composition
- Polychromatic material
- Stepped parapet fronts
- Geometric forms
- Stylized natural forms

Distinguishing Characteristics (Moderne)

- Banded windows
- Smooth stone surfaces
- Stainless steel trim and railings



House
West Salem, Winston-Salem, ca. 1950



Glenn House
Ardmore, Winston-Salem, ca. 1945

Minimal Traditional

The Minimal Traditional house appeared just before World War II and continued to be popular into the 1950s. Often described as a compromise style, the Minimal Traditional house reflects the form of earlier housing styles, but lacks the decorative detailing. Roof pitches are low or medium; eaves are close or nonexistent, rather than overhanging. Generally built of wood framing, exterior wall cladding may be wood, brick, stone, or a mixture of materials. Most are relatively small houses, usually one story. A small picture window is a common feature. Sometimes windows are paired at the corner of the house, creating a wraparound effect; another window feature is the use of small octagon or round windows. This style was built in great numbers, commonly in large tract developments.

Examples of Minimal Traditional houses are found in great numbers throughout all of Forsyth County, in both urban and rural areas. These houses tend to exhibit a variety of characteristics, but simple design and a lack of ornamentation are common to all.

Distinguishing Characteristics

- Low-pitched roof
- Close eaves or complete lack of eaves rather than overhanging
- One-story
- Small picture window



Yokeley House
Ardmore, Winston-Salem, ca. 1942



House
West Salem, Winston-Salem, ca. 1955



*House
Konnoak, Winston-Salem, ca. 1955*

Ranch

The Ranch style emerged as one of the most popular American architectural styles in the 1950s and 60s, when the automobile replaced early 20th-century forms of transportation, such as streetcars. Newly mobile homebuyers could move to the suburbs into bigger homes on bigger lots. The style is characterized by its one-story exterior, built-in garage, wood or brick exterior walls, sliding and large picture windows, and sliding doors leading to patios. The Ranch was the standard house type in suburban tract developments from the late 1940s into the 1970s. Low-pitched roofs were common with the Ranch style because they emphasized the horizontality of the house. A broad central chimney without ornamentation was typical, and the asphalt shingle roof became the standard. Many ranch houses used brick veneer along with wide horizontal board siding.

As in virtually every American community, the Ranch style was highly popular in Forsyth County during the mid-20th century. Found as infill in older urban neighborhoods, as well as the primary type of dwelling designed in 1950s and 1960s subdivisions, there are higher, purer style examples as well as local variations.

Distinguishing Characteristics

- Low-pitched roof
- Prominent built-in garages
- One-story
- Central unornamented chimney
- Large central picture window



*House
Buena Vista, Winston-Salem,
ca. 1960*

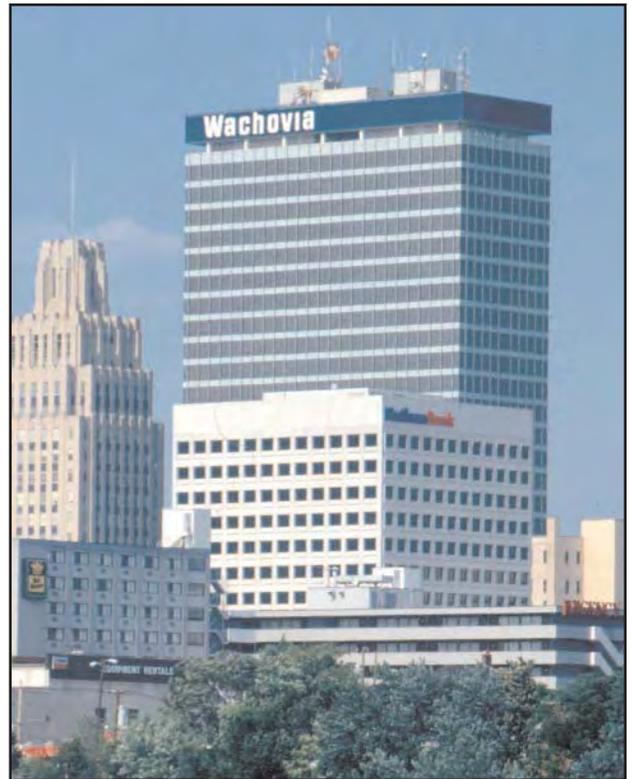


*House
Buena Vista, Winston-Salem,
ca. 1955*

International Style

The International style is, put simply, modern architecture. Proponents of the International style, which made its American debut at the Museum of Modern Art in 1932 at an exhibition featuring the work of 40 architects from 15 countries, believed that it would express the Machine Age in structure and appearance. Thus, it developed as a highly functional, stark style, devoid of ornamentation, that was quickly embraced as both a fashion and an urban necessity. Concrete, glass and steel were the principal materials. Its primary characteristics were smooth surfaces, flat roofs, and a large expanse of windows. The style went on to become the dominant style of the mid-20th century. In its ideal form, the International style produced a building that reflected a cool, pristine and subtle elegance.

The International style is seen in Forsyth County in commercial buildings, as well as some residential dwellings. The foremost example is Winston-Salem's 1966 Wachovia Building. The design for the 30-story structure exemplified the main characteristics of the International style: a boxy, unornamented form; a stripped-down geometric grid surface established by a structural steel frame and glass curtain walls; overall symmetry; a flat roof; and, a ground floor set back behind the outer piers of the building. At the time of its construction, there was no other building in the state that could compare with it – in height, in modern commercial progressiveness, or in its implied statement of prominence and power that people could easily see.



*Wachovia Building
Downtown, Winston-Salem, 1966*

The International style is also reflected in residential architecture with the St. John's Lutheran Church Parsonage. Located in the Ardmore neighborhood of Winston-Salem, the 1938 two-story, stucco house features a flat roof, metal casement windows, corner windows, a one-story wing and entry, and a stone chimney.

Distinguishing Characteristics

- Angular, horizontal shapes
- Smooth surfaces
- Extensive use of glass
- Flat roof



*St. John's Lutheran Church Parsonage
Ardmore, Winston-Salem, 1938*



*Matthews-Miller House
North Cameron Avenue,
Winston-Salem, 1950*



*House
Greenway Avenue, Winston-Salem,
ca. 1950*

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B. ARCHAEOLOGY

Archaeology is the scientific study of material remains from past cultures or societies. The purpose of archaeology is to understand how humans from the



past interacted with their environment. In order to study previous cultures, archaeologists examine artifacts, which are objects made or used by humans. Usually, artifacts are found buried in the ground.

The reason for this is that over time, soil builds up and covers things left on the ground. A place where past human activity occurred and where artifacts are found is referred to as an archaeological site.

In North Carolina, the Office of State Archaeology (OSA) coordinates and implements a statewide program of prehistoric, historic, and underwater archaeology. Currently, the OSA maintains records on over 1,000 archaeological sites in Forsyth County. There are two types of archaeological sites: prehistoric and historic. Forsyth County features both kinds of these sites.

Prehistoric Archaeology

Prehistoric sites are those that occurred before humans began written records of its daily life. In the United States, prehistoric sites are those related to Native American societies. Archaeologists trace the history of Native Americans to at least 12,000 years ago. In Forsyth County, prehistoric sites were created by the ancestors of Native Americans and are generally divided into three cultural stages.

The first people, the Paleoindians, were technologically well adapted to climates and vegetation. Additionally, the environment contained animal populations that were very different from those of today. For instance, elephants, wild horses, ground sloths, camels, and giant bison inhabited this area. Additionally found were moose, caribou, and elk. The Paleoindians hunted these animals (along with fish), and used their body parts for such things as food, clothing, and tools.

Following the Paleoindians were the Archaic cultures, which occupied eastern North America for a long period from about 9,000-2,000 B.C. The Archaic people developed improved techniques for hunting

and gathering as the environment gradually became more like that of today. Archaic people made a wide variety of stone, wood, baskets, and other tools. Their camps and villages are found as archaeological sites throughout North Carolina and the Piedmont region.

Beginning about 2,000 B.C., the next stage is referred to as the Woodland period. These Indians followed most of the subsistence practices of the previous culture. In addition to hunting and fishing, other labor tasks included clearing fields and planting/harvesting crops such as beans, sunflowers, squash, and maize. The bow and arrow were an innovation of the Woodland period. Small triangular and other projectile points were recovered for the first time from Woodland period sites. House patterns and storage facilities found at some sites show that the Woodland Indians were more committed to village life than their predecessors. Additionally, ceramics appear for the first time during the Woodland period and excavations of pottery and other artifacts suggest that the Woodland Indians developed some type of territorial boundaries. Woodland cultures dominated most of North Carolina well into the historic period, generally ending about 1650 when contact with Europeans reduced the population through the introduction of diseases, especially smallpox and measles.

Historic Archaeology

Historic sites are those created by societies with written records, such as diaries, maps, log books, and inventories. Historical archaeology sites document early European settlement and its effects on the Native American population, as well as the subsequent development of an area, including urbanization and even industrialization. In Forsyth County, this time period follows the arrival of the first European settlers, specifically the Moravians.

Over the past 40 years, numerous excavations have been conducted at locations related to the Moravian settlements.

Bethabara, Bethania, and Salem have all undergone extensive testing. More recently, a study of the Moravian Country

Congregations was completed; during



Archaeological excavation (Courtesy of Old Salem Museums and Gardens, Winston-Salem)

this survey, limited archaeological testing was completed.

Archaeological Importance

So why is it important to understand the lives of people who lived long ago? Through archaeology, we can learn how all humans have certain things in common. Studying these past cultures helps us understand how our own culture has developed, making us who we are today. Each archaeological site is a nonrenewable resource and tells an important story. Today these resources are becoming increasingly rare as archaeological sites are lost to construction and urban expansion.

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4619 Mail Service Center
Raleigh, NC 27699-4619
Phone: 919-733-7342
Fax: 919-715-2671
Email: archaeology@ncmail.net
Web site:
<http://www.arch.dcr.state.nc.us/fosa.htm>



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C. DEFINITIONS

Within the world of historic resources, there is a plethora of terms relating to all aspects of preservation. The following is only a small representation of available definitions. However, there are several excellent guidebooks that contain descriptions of commonly used terms – several of them are listed at the end of this section.

-A-

Adamesque: Details in the style of the Adam brothers, designers whose work was characterized by the use of classical ornament.

Alkaline-based: A compound that is chemically basic, non-acidic, such as lye.

Alkyd-based paint: Synthetic paint with an emulsified oil base instead of the traditional linseed-oil base.

Aluminum Siding: Sheets of exterior architectural covering, usually with a colored finish, fabricated from aluminum.

Arbor: An open framework constructed of wood or metal intended to be covered with vines; or, an open structure of trees or shrubs closely planted, either twined together and self-supporting or supported on a light, latticework frame.

Arcade: A row of arches with supporting columns or piers.

Arch: A means of spanning an opening by use of small units of masonry. Typically, a curved structural element which spans an opening and supports weight above.

Archaeological Site: A location that has yielded or may yield information on history or prehistory. An archaeological site contains physical remains of the past.

Architrave: The lowest part of a classical entablature, symbolizing a beam laid across capitals of columns, or as more commonly used in connection with houses, the molded trim around a door or window opening.

Asbestos Siding: Dense, rigid board containing a high proportion of asbestos fibers bonded with Portland cement.

Ashlar: A squared building stone.

Asphalt Siding: Siding manufactured from saturated construction felts (rags, asbestos, or fiberglass) coated with asphalt and finished with mineral granules on the side exposed to the weather.

Attic Ventilators: In houses, screened or louvered openings, sometimes in decorative shapes, located on gables or soffits.

Awning: A roof-like covering of canvas, often adjustable, over a window, door, etc. to provide protection against the sun, rain, and wind.

-B-

Balcony: A projecting platform on a building, sometimes supported from below, sometimes cantilevered; enclosed with a railing or balustrade.

Baluster: A short post or pillar in a series with a top and bottom rail.

Balustrade: A railing composed of an upper and lower rail supported by a series of balusters, or uprights, often found on porches or balconies, and along staircases.

Band, Band Course, Bandmold, Belt: Flat trim running horizontally in the wall to denote a division in the wall plane or change in level.

Bargeboard (also Vergeboard): The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving.

Bay: The regular division of the facade of a building, usually defined by windows or other vertical elements.

Bay Window: A projecting bay with windows that extends floor space on the interior and usually extends to ground level on the exterior.

Bead, Bead Molding: A wooden strip with a round molded edge against which a window slides or door closes, or a cylindrical molding resembling a string of beads.

Beaded Board: A siding of narrow boards with beads running between boards, usually used on exterior ceilings.

Beaded Siding: A decorative semicircular molding along the lower edge of clapboard or weatherboard.

Belt Course (also String Course): A horizontal band around a building, often of a contrasting material.

Beveled Glass: Glass panes whose edges are ground and polished at a slight angle so that patterns are created when panes are set adjacent to one another.

Board and Batten: Vertical siding consisting of flat members with narrow projecting strips to cover the joints.

Bond: The pattern in which bricks are laid to increase the strength or enhance the design. The following are examples of different types of bond:

Common Bond: Also called American bond; a brick wall pattern in which the fifth, sixth, or seventh course is a header course.

English Bond: A brick pattern which consists of alternating courses that are composed entirely of stretchers or entirely of headers.

Flemish Bond: A brick wall in which every course is composed of alternating headers and stretchers.

Running Bond: Also called stretcher bond; a contemporary pattern of continuous stretcher courses with no headers.

Bow Window: A curved bay window.

Box Cornice: A bulky, hollow cornice concealing a roof gutter and suggesting masonry, though usually made of wood.

Bracket: A small carved or sawn wooden projecting element which supports a horizontal member such as a cornice.

Brick: Bricks are generally composed of clay mixed with some coarser materials such as silt or sand and burnt, not baked, in a kiln. The common standard brick is now about 7 3/4 x 3 5/8 x 2 1/4 inches, but many other sizes exist.

Brick Veneer: An outer covering, usually for a wood frame building, consisting of a single layer of brick attached to the load bearing walls with ties.

Building: A structure created to shelter any form of human activity. This may refer to a house, barn, garage, church, hotel, business, or similar structure. Buildings may refer to a historically or architecturally-related complex, such as a house or jail, or a barn.

Built-In Gutters: Gutters that are sunken below the

roofline, and usually concealed behind a decorative cornice.

Bulkhead: The area below the display windows on the front façade of a commercial storefront.

Bullnose: A convex rounding of a horizontal member as the edge of a stair tread.

-C-

Cantilever: A horizontal structural member supported at one end.

Capital: The top or head of a column. In classical architecture, there exist orders of columns; these are proportioned and decorated according to certain modes. The three basic modes were established by the ancient Greeks. These are the Doric, the Ionic, and the Corinthian. These were modified by the Romans who added the Tuscan, the Roman Doric, and the Composite, the latter being a combination of the Greek Ionic and Corinthian orders.

Casement Window: A window hinged on the side that opens outward.

Casing: The exposed trim molding, framing, or lining around a door or window; may be either flat or molded.

Cast Iron: Iron that has been shaped by being melted and cast in a mold.

Caulk: To fill a joint, crack, etc., with caulking.

Caulking: A resilient mastic compound, often having a silicone, bituminous, or rubber base, used to seal cracks, fill joints, prevent leakage, and/or provide waterproofing.

Ceiling Medallion: A large ornament, generally circular, which adorns the center of ceilings.

Certificate of Appropriateness: A document issued by a local historic preservation commission approving work in a historic district or on a historic landmark.

Chalking: The formation of a powder surface condition from the disintegration of a binder or elastomer in a paint coating; caused by weathering or an otherwise destructive environmental element.

Chamfer: A beveled edge or corner.

Character-Defining: A feature or element of a structure or site that is essential to its architectural or historical significance.

Checking: Small cracks in a film of paint or varnish that do not completely penetrate to the previous coat; the cracks are in a pattern roughly similar to a checkerboard.

Cistern: A watertight structure used to store water, usually located underground.

Clapboard: Siding consisting of overlapping horizontal boards, usually thicker at one edge than the other. Sometimes confused with weatherboards, clapboards are shorter, usually measuring five feet or less in length and are somewhat narrower. The exposed face of clapboard is usually less than six inches wide.

Clerestory Windows: Windows located relatively high up in a wall that often tend to form a continuous band.

Clipped Gable (Jerkin Head) Roof: A roof whose end has been formed into a shape midway between a gable and a hip, resulting in a truncated or "clipped" appearance.

Colonnade: A row of columns which supports an entablature.

Column: Vertical shafts or pillars that support construction above; usually fabricated out of wood in residential buildings and often from iron or stone in commercial buildings.

Composition Board: A building board, usually intended to resemble clapboard, fabricated from wood or paper fabric under pressure and at an elevated temperature, usually with a binder.

Concealed Gutter: A gutter that is concealed from view because it is boxed with the roof soffit or cornice.

Consolidant: A material, such as epoxy resin, used to stabilize a deteriorated material by consolidating with it.

Consolidating: To stabilize a deteriorating material by infusing it with another material, for example, to inject epoxy resin into deteriorated wood.

Coping: The cap or the top course of a masonry wall.

Corbel: A projection (or building out) from a masonry wall, sometimes to support a load and sometimes for decorative effect.

Corner Block: A block placed at a corner of the casing around a wooden door or window frame, usually treated ornamentally.

Cornerboard: A vertical strip of wood placed at the corners of a frame building to terminate the wood siding and give the corner a finished appearance.

Cornice: The top part of an entablature, usually molded and projecting; originally intended to carry the eaves of a roof beyond the outer surface; also refers to a projecting ornamental molding along the top of a wall, window, or door.

Courses: Parallel layers of bricks, usually horizontal, including any mortar laid with them.

Cresting: Decorative iron tracery or jigsaw work placed at the ridge of a roof.

Crown Molding: Finish molding located at the top edge of an exterior wall, or the area of transition between the wall and ceiling of an interior wall.

Cultural Resources Survey:

Archaeology: Background research on the prehistory, history, and environmental history of an area, followed by a detailed inspection of selected lands, from which projections on the nature and location of potentially significant archaeological resources can be made of the entire area.

Architectural Resources: A visual inspection of buildings to determine their apparent architectural quality, age, condition and number for the purpose of assessing the required extent of a comprehensive survey. At most, the architectural reconnaissance survey will include a listing or inventory by address of the buildings observed.

Cupola: A small vault on top of a roof; sometimes spherical in shape, sometimes square with a mansard or conical roof.

-D-

Dado: A rectangular groove across the width of a board of plank. In interior decoration, it is the lower part of the wall that has been divided horizontally by the use of different materials or treatments.

Deck: An uncovered porch, usually at the rear of a building.

Dentil: A number of small cubical members at the base of a classical cornice that resemble teeth.

Diameter-At-Breast-Height (dbh): The standard measurement in all tree-related fields. The "breast height" is by definition 4½ feet above the ground.

Directional Light: A light fixture that controls the direction of the light source by its shape or a shield.

Disk Sanding: Sanding with an electrical, rotating circular disk sander.

Dormer: A window that projects through the slope of the roof that is sheltered by its own small roof.

Double-Hung Window: A window with two sashes that open by sliding up and down in a cased frame.

Downspout: A pipe, usually of metal, for carrying rainwater from roof gutters.

Dressed: Descriptive of stone, brick, or lumber which has been prepared, shaped, or finished by cutting, planing, rubbing, or sanding one or more of its faces.

Drip Line: The circle implied on the ground by the full extension of a tree's branches.

-E-

Eastlake Carving: Heavily carved woodwork found on many Victorian-era houses usually in scroll or floral motifs.

Eave: The overhang at the bottom edge of a roof surface that projects beyond the wall surface.

Elevation: A drawing of a building facade or object. An elevation drawing will be in a fixed proportion to the measurement on the actual building.

Entablature: An architectural element at the top of a wall or above a column capital comprised of the architrave, frieze, and cornice.

Epoxy, Epoxy Resin: A plastic material often used as an adhesive, filler, or coating in the repair of missing building components.

Escutcheon: A protective plate, sometimes decorated, surrounding the keyhole of a door, a light switch, or similar device.

Etched Glass: Glass whose surface has been cut away with a strong acid or by abrasive action into a decorative pattern.

-F-

Façade: An exterior wall of a building; an elevation.

Fanlight: A semi-circular window over a door with radial bars in the form of an open fan.

Fascia: A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or eaves side of a pitch roof. The rain gutter is often mounted on it.

Fenestration: The pattern of windows and doors on an elevation.

Ferrous Metals: Metals containing iron.

Festoon: The same as a swag, festive decoration of pendant semiloops with attachments and loose ends, especially a swag of fabric or representations of such decorations.

Finial: A formal ornament at the top of a canopy, gable, pinnacle, street lights, etc.

Flashing: Copper, sheet metal, or other flexible material that is used to prevent water from penetrating a building where materials join or intersect.

Flush Siding: Wooden siding that lies on a single plane, usually applied horizontally.

Fluting: A system of vertical grooves (flutes) in the shaft of a column.

Foundation: The supporting portion of a structure below the first floor construction, or below grade, including footings.

Foundation Plantings: Shrubs, groundcover, and other plants used to border the foundation of a building.

Fretwork: A geometrically meandering strap pattern; a type of ornament consisting of a narrow fillet or band which is folded, crossed, and interlaced.

Frieze: The intermediate member of a classical entablature, usually ornamented. Also a horizontal decorative panel.

Frontispiece: A decorated chief pediment or ornamental details on the bay of a building.

-G-

Gable: The triangular section of a wall that carries a pitched roof.

Gable Roof: A roof with a central ridge and one slope at each side.

Galvanic Reaction: A corrosive reaction between two dissimilar metals.

Galvanize: To coat steel or iron with zinc, as for example, by immersing it in a bath of molten zinc.

Gambrel Roof: A gable roof, more or less symmetrical, having four inclined surfaces, the pair meeting at the ridge having a shallower pitch.

Gazebo: A freestanding roofed structure usually open on the sides.

German Siding: Wooden siding with a concave upper edge that fits into a corresponding rabbet in the siding above, creating a beveled or grooved edge.

Gingerbread Trim: Thin, curvilinear ornament produced with machine-powered saws.

Glass Bead Peening: The process of blasting a surface with small glass beads.

Glazing, Reglazing: Sealing the edges of a glass pane in a window sash or door with putty or glazing compound to prevent the passage of air or water.

Glue-Chip Glass: A patterned glass with a surface resembling frost crystals; common in turn-of-the-century houses and bungalows.

Gouged and Pierced: Ornamental wood that has been grooved, channeled, or perforated through the use of a chisel called a gouge.

Grain: The direction, size, arrangement, appearance, or quality of the fibers in wood.

Graining: Painting that imitates the appearance of wood grain.

Granite: A crystalline silicate rock having visible grains; in the building stone industry, this includes gneiss and other igneous rocks that are not granite in the strict sense.

Gutter: A shallow channel of metal or wood set immediately below or built in along the eaves of building to catch and carry off rainwater.

-H-

Half-Timbered: Descriptive of buildings of the Tudor Revival style which were built with strong timber foundations, supports, knees, and studs, and whose walls were filled with plaster or masonry materials such as brick.

Header: A brick laid across the thickness of a wall to bond together different layers of a wall; the exposed end of a brick.

Heartwood: The wood extending from the pith to the sapwood, the cells of which no longer participate in the life processes of the tree.

Heat Plates or Guns: Mechanical devices used to remove paint by heating the painted surface until the paint softens.

High-Pressure Wash: A means of cleaning a surface by blasting it with a pressurized stream of water at a high velocity that can damage wood and masonry surfaces.

Hipped Roof: A roof with uniform slopes on all four sides.

Historical Collection or Archives: A repository of materials related to the history and culture of a locality, including the records of individuals, organizations, and institutions. These records include, but are not limited to, artifacts, photographs, manuscripts, maps, and government documents.

Historic District: A geographically definable area, urban or rural possessing a significant concentration, linkage, or continuity of sites, buildings, structures, objects, or area, which are united by past events or

aesthetically by plan or physical development. A district also may be comprised of individual resources which are separated geographically but are thematically linked by association or history.

Historic Survey: A comprehensive survey involving the identification, research and documentation of buildings, sites and structures of any historical, cultural, archaeological or architectural importance.

Honed Finish: A very smooth stone surface, just short of polished; imparted by a rubbing process, either hand or mechanical.

-I-

Incandescent Lighting: A form of illumination that is produced when a filament in a glass bulb is caused to glow by an electric current.

Integrity: The authenticity of a property's historic identity, evidenced by survival of physical characteristics that existed during the property's period of use.

Ionic: Noting or pertaining to a Greek or Roman order of architecture typically characterized by a slender, fluted column with a low capital having projecting volutes, an architrave in three levels, a shallow frieze that is sometimes ornamented, and a cornice that is sometimes supported by dentils.

-J-

Jamb: The side of a doorway or window opening.

Joints: The mortar between adjacent bricks or stones.

-K-

Knob: A projecting round or oval decorative element simulating the shape of a functional knob.

-L-

Lancet: A narrow window with a sharp pointed arch typical of Gothic architecture.

Latex Paint: A paint having a latex binder, an emulsion of finely dispersed particles of natural or synthetic rubber or plastic materials in water.

Lattice: An openwork grill of interlacing wood strips, usually in a diagonal pattern, used as screening.

Lights: A section of window, the pane or glass.

Limestone: Rock of sedimentary origin, composed principally of calcite or dolomite or both; used as building stone or crushed-stone aggregate or burnt to produce lime.

Lintel: A beam that spans an opening and is supported on vertical posts at each end. A horizontal element over a window or door opening that supports the wall above.

Low-Pressure Wash: A means of cleaning a surface by spraying it with a pressurized stream of water at a low velocity.

Lunette: A semicircular window or a wall framed by an arch.

-M-

Macadam: Gravel or small stones spread over a binder such as tar or asphalt.

Malleability: The quality of a metal to be hammered or pressed into a shape without breaking.

Mansard Roof: A modification of the hipped roof in which each side has two planes, the upper being more shallow. This roof is characteristic of the Second Empire style.

Marble: A metamorphic rock composed mainly of calcite or dolomite that will polish; the commercial term includes many dense limestones and some rock dolomites.

Marbleizing: Painting that imitates the appearance of marble.

Massing: The overall composition of a building exterior in terms of its major volume.

Mercury Vapor Lamps: An electric lamp in which the discharge takes place through mercury vapor, thereby emitting a blue-white light; requires five to seven minutes of warm-up time.

Mildew: A fungus that grows and feeds on paint, cotton, and linen fabrics, etc., that are exposed to moisture; causes discoloration and decomposition of the surface.

Minor Work: Small construction and repair projects approval that can be given by the staff of a local preservation commission if the proposed work is consistent with the design guidelines.

Mission Tile: Semi-cylindrical clay roofing tiles laid in courses with the convex side alternately up and down.

Modillion Cornice: Cornice with classical brackets forming a molding.

Molding: A decorative band having a constant profile or having a pattern in low relief, generally used in cornices or as a trim around openings.

Mortar: A mixture of Portland cement, lime, putty, and sand in various proportions used for laying bricks. Until the use of hard Portland cement became commonplace, the softer lime-clay or lime-sand mortars and masonry cement were used.

Mortar Joints: The mortar between adjacent bricks or stones.

Mullion: The strip of wood separating the lights of a window.

Muntin: The strip of wood separating the lights of a window.

-N-

Newel Post: A vertical member or post, usually at the start of a stair or any place the stair changes direction. Usually large and ornate, it is the principal support of the handrail.

-O-

Object: A material thing of functional, aesthetic, cultural, historical, or scientific value that may be by nature or design, movable, yet related to a specific setting or environment.

Ogee: A double curve formed by the combination of a convex and concave line, similar to an S-shape.

-P-

Paint: A liquid solution of pigment in a suitable vehicle of oil, organic solvent, or water; liquid when applied, but dries to form an adherent, protective, and decorative coating.

Paint Stripper: A liquid that is applied to a dry paint causing softening or loss of adhesion so that the paint may be removed easily.

Palladian Window: An arched window flanked by two smaller square-headed windows.

Pane: A flat sheet of glass cut to size for glazing a window, door, etc., often small in size; larger panes are usually called "sheets."

Panel: A thin, flat piece of wood framed by stiles and rails as in a door or fitted into grooves of thicker material with molded edges for decorative wall treatment.

Parapet: The uppermost portion of the exterior wall which extends above the roof line. It forms the top line of the building silhouette.

Patina: The film that forms on bronze or copper through natural oxidation, typically blue or green in color.

Patio: An open, paved court enclosed on three sides by elements of a building.

Pedestal: A base for a column or for a piece of sculpture.

Pediment: A low pitched gable above a portico, doors, windows, usually with decorative elements or carvings inside the gable portion.

Pergola: An open roof or cross rafters supported by columns or posts, intended for vines to grow on, usually shading an entrance, porch, or terrace.

Pier: An upright structure, usually of masonry, which serves as support for the floor joists and walls.

Pigments: The ingredients used to tint or color paints.

Pilaster: A flat or half-round decorative member applied at a wall suggesting a column; normally treated as a column with a capital and base; sometimes called an engaged column.

Pitch: The degree of the slope of a roof.

Plinth: The base block of a column.

Plywood Siding: Laminated wood sheets fabricated of veneers bonded together with waterproof glue; the exposed surface is usually grooved to resemble vertical ship lap boards.

Polychromatic: Describing a multi-colored paint scheme.

Porch: A covered outdoor area attached to a house, usually roofed and generally open-sided with a floor and balustrades.

Porte Cochere: A roof passageway large enough for wheeled vehicles to pass through.

Portico: A roofed space, open or partially enclosed, forming the entrance and center piece of the facade, often with detached or attached columns and a pediment.

Portland Cement: A very hard and strong hydraulic cement, one that hardens under water, made by heating a slurry of clay and limestone in a kiln.

Preservation: The identification, evaluation, recordation, documentation, analysis, recovery, interpretation, curation, acquisition, protection, management, rehabilitation, restoration, stabilization, maintenance, or reconstruction of historic properties.

Primer: A paint, applied as a first coat, that serves the function of sealing and filling wood, plaster, and masonry.

-Q-

Quoin: Units of stone, brick or other material used to accentuate the corners of a building.

Quarter Round: A small molding that has the cross section of a quarter circle.

-R-

Rabbet: A rectangular groove cut in the corner edge of a board or plank.

Rafters: Structural supports placed at an angle to carry a pitched roof.

Rafter Tail: The part of a rafter that projects beyond a house wall, often used decoratively.

Rake: Trim members that run parallel to a roof slope and form the finish between the wall and gable roof extension.

Recessed Lights: Lights that have been placed into a surface so that their faces are flush with the surface of a ceiling, wall, or ground.

Reconstruction: The authentic reproduction of a building or site that once existed, but disappeared or was demolished.

Rehabilitation: The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property that are significant to its historical, architectural, and cultural values.

Repointing: Raking out deteriorated mortar joints and filling them with a surface mortar to repair the joint.

Restoration: The creation of an authentic reproduction beginning with existing parts of an original object or building.

Ridge: The line at the top of a sloped roof.

Riser: The vertical face of a stair step.

Roofing Tile: A tile for roofing, usually of burnt clay, available in many configurations and types, such as plain tiles, single-lap tiles, and interlocking tiles.

Rosette: A conventionalized circular (floral) motif, usually sculptural.

Rotunda: A building or area of a building covered by a dome.

Routine Maintenance: Typical maintenance or minor repair work which does not alter the materials or appearance of a designated property and for which no Certificate of Appropriateness is required.

Rustic: Descriptive of rough, hand-dressed building stone, intentionally laid with high relief.

Rusticated: Cut stone having strongly emphasized recessed joints and smooth or roughly textured block faces.

-S-

Sandblasting: An abrasive and damaging method of cleaning bricks, masonry, or wood which involves directing high-powered jets of sand against a surface.

Sanding: A flattening down or smoothing of a surface with abrasive paper or cloth, either by hand or by machine.

Sandstone: Sedimentary rock composed of sand-sized grains naturally cemented by mineral materials. In most sandstone used for building materials, quartz grains predominate.

Sash: The movable framework holding the glass in a window or door.

Sawnwork: Ornamentation in cut-out planking, formed with a bandsaw, popular during the 1880s and 1890s. This decorative detailing is flat.

Score: To cut a channel or groove in a material with a hand tool or a circular saw so as to interrupt the visual effect of a surface or otherwise decorate it.

Screen Porch: A porch or veranda that is enclosed with woven wire cloth or screening, to keep insects out while allowing maximum ventilation.

Scrollwork: Open woodwork produced by a jigsaw.

Shakes: Any thick, handsplit shingle, usually edge-grained; formed by splitting a short log into tapered, radial sections.

Sheet Metal: A flat, rolled metal product, rectangular in cross section and form; when used as a roofing material, it is usually terne or zinc-plated.

Shingles: A roofing unit of wood, asphalt, fiberglass, slate, tile, or other material, cut to stock lengths, widths, and thicknesses; used as an exterior covering on roofs and applied in an overlapping fashion.

Shutters: Small wooden "doors" on the outside of windows; originally used for security purposes. In the 19th century, they were closed over windows at night or during storms.

Sidelight: A narrow vertical window usually found on both sides of a door.

Siding: The material used to cover the exterior of a building to weatherproof it.

Significance: Significance defines the value of a district, site, building, structure, or object to contribute to our knowledge of an area's history or prehistory. Significant resources possess integrity of location, design, setting, materials, workmanship, feeling and association, and are associated with the events that have made a significant contribution to the broad patterns of our history; or are associated with the

lives of persons significant in our past; or embody the distinctive characteristics of a type, period, or method of construction, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or have yielded, or may be likely to yield, information important in prehistory or history.

Sill: The horizontal water-shedding member at the bottom of a door or window frame.

Sill Plate: The horizontal member at the bottom of the frame of a wood structure that rests on the foundation.

Site: The location of a significant event, activity, building, structure or archaeological resource where the significance of the location and any archaeological remains outweighs the significance of any existing structures.

Site Plan: A scaled drawing illustrating the shape and size of a plot of land and locating any buildings and site features.

Slate: A hard, brittle metamorphic rock consisting mainly of clay materials, characterized by good cleavage along parallel planes; used in thin sheets as roofing or in thicker slabs for flooring.

Soffit: The underside of a cornice.

Spandrel: The space between an arch and the rectangle that encloses it.

Stepped Gable: A gable concealing the end of a roof with a stepped parapet.

Story: The space in a building between floor levels or between a floor and a roof above.

Street Lights: Large lights mounted on poles and used to light outdoor areas for reasons of safety; turn-of-the-century street lights often displayed fancy cast iron details.

Stretcher: A brick that is laid with its length parallel to the length of a wall.

Structure: Anything constructed or erected inclusive of its surrounding property, the use of which requires, directly or indirectly, a permanent location on or in the ground, including, without limitation, buildings, garages, fences, gazebos, signs, walls, monuments and fountains.

Stucco: A type of exterior plaster applied as a two or three part coating directly onto masonry, or applied over wood or metal lath to a wood frame structure. Stucco is sometimes scored and colored to represent large stone blocks.

Swag: A conventionalized motif resembling a drapery of heavy fabric; a festoon.

Summer House: A garden house of light, airy design used in the summer for protection from the sun.

Surround: The molded trim around a door or window opening.

-T-

Tarpaper: A roofing material manufactured by saturating a dry felt with asphalt and then coating the material with a harder asphalt mixed with a fine mineral.

Terne Metal: Metal with a coating consisting of an alloy of lead containing up to 20% tin.

Terra Cotta: Hard, unglazed fired clay; used for ornamental work and roof and floor tile. Also fabricated with a decorative glaze and used as a surface finish for buildings.

Terrace: A level promenade adjacent to a building, usually paved.

Textured Siding: Wood cut in various flat patterns and applied to portions of facades to create a picturesque or romantic look. Surface textures are often found in the following designs:

Composite: Design formed by two overlapping rows of scallop-shaped shingles overlapped by a row of diamond-shaped shingles overlapped by two overlapping rows of scallop-shaped shingles.

Diamond: A design formed by overlapping rows of shingles shaped like vertical parallelograms.

Scallop: A design formed by overlapping rows of shingles shaped like a rectangle with rounded ends; sometimes called a "fish scale."

Staggered Butt: A design formed by overlapping rows of alternating small and large rectangular-shaped shingles.

Tin: (1) A lustrous white, soft, and malleable metal having a low melting point; relatively unaffected by exposure to air; used for making alloys and coating sheet metal; or, (2) to coat with a layer of tin.

Tongue and Groove: Boards having a tongue on one edge and a groove on the next for tight joining and surface alignment.

Topping: Refers to the practice of dramatically pruning the top of trees thus altering their overall form and shape.

Trabeated Entrance: A standard classical entrance featuring an overdoor light and sidelights.

Tracery: An ornamental division of an opening, especially a large window, usually made with wood. Tracery is often found in buildings of Gothic influence.

Traditional Methods: Refers to longstanding maintenance and repair methods that are widely accepted by preservation professionals for protecting historic buildings and historic site features.

Transom: A small operable or fixed window located above a door or window; sometimes opens to provide ventilation.

Tread: The horizontal part of a stair step on which the foot is placed.

Trellis: Lattice work as an outdoor screen, often a support for vines and other plantings.

Trim: The finish material on a building, such as moldings, applied around openings or at the floor and ceilings or rooms.

Tuckpointing: See Repointing.

Turned Column: A column that has been turned on a lathe to form rounded bands and shapes.

Turret: A small slender tower with a conical roof.

-U,V-

Veneer: Thin sheets of wood made by rotary cutting or slicing of a log. Also, an outside facing of brick, stone, etc. that provides a decorative, durable surface but is not load-bearing.

Veranda: A covered porch or balcony, extending along the outside of a building, planned for summer leisure.

Vernacular: Refers to buildings constructed in the traditional or regional form and not designed by an architect or builder.

Vinyl Siding: Sheets of thermal plastic compound made from chloride or vinyl acetates as well as some plastics made from styrene and other chemicals, usually fabricated to resemble clapboard.

Volute: The ornamental spiral at the ends of an Ionic capital.

-W, X, Y, Z-

Waterblasting: Similar to sandblasting, except that water is used as an abrasive; like sandblasting, this method of cleaning surfaces is also damaging.

Water Table: A belt course differentiating the foundation of a masonry building from its exterior walls.

Weatherboard: Wooden boards, tapered at the upper end that are applied horizontally and overlapping. Edges may be plain or beaded. Longer than clapboards, they generally measure six feet or longer.

Windbreak: A fence, hedge, or row of trees that partially block the force of the wind.

Winder: Tapered treads in a staircase allowing the stair to turn as it climbs.

Wrought Iron: Iron that is rolled or hammered into shape, never melted.

Zinc: A hard, bluish-white metal, brittle at normal temperatures and not subject to corrosion; used in making alloys and for galvanizing sheet metal.

Sources of Information

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Steven J. Phillips. Washington, D.C.: The
Preservation Press, National Trust for Historic
Preservation, 1994.

*The Buildings of Main Street: A Guide to
American Commercial Architecture*,
Richard Longstreth. Washington, D.C.:
The Preservation Press, National Trust for
Historic Preservation, 1987.

*What Style is It?: A Guide to American
Architecture*, John C. Poppeliers,
S. Allen Chambers, Jr., and Nancy B. Schwartz.
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D. BIBLIOGRAPHY

The bibliography that follows runs the gamut of topics related to historic preservation, from architects and styles to planning issues, from diversity issues to the dollars and cents of preservation. These publications do not represent an exhaustive inventory, but can serve as a basic list to help the reader sort through the diverse discipline of historic preservation. There are a tremendous number of books, articles, videos, etc., that are not included in this bibliography. We encourage you to visit a public library and search the Internet for additional material on historic preservation, cultural resource management, architectural history, planning and zoning, and building rehabilitation.



The listings below are organized into two sections: **Annotated Bibliography** and **General Bibliography**.

Annotated Bibliography

The following listing is taken from the *Local Preservation Reference Shelf*, compiled by and used with permission of The National Alliance of Preservation Commissions, Cultural Resources Partnership Notes, Heritage Preservation Services, National Park Service, June 1999.

***A Better Place to Live: Reshaping the American Suburb*, Philip Langdon. Amherst, MA: The University of Massachusetts Press, 1997.**

An analysis of how the suburban way of life has exacerbated the social ills of modern America through fragmentation of development and an overall lack of community. Also provides alternative designs to make the suburban landscape more connected and aesthetically appealing.

***A Curriculum Framework for Professional Training and Development*, Charles S. White and Kathleen A. Hunter. Washington, D.C.: National Trust for Historic Preservation, 1995.**

Practical advice for teachers, preservationists, and museum and site interpreters of developing programs and instructional materials that focus on historic places as teaching tools.

***A Handbook on Historic Preservation Law*, Christopher J. Duerksen, et al. Washington, D.C.: The Conservation Foundation and the National Center for Preservation Law, 1983.**

Traces the history of preservation law and comprehensively examines the law at all levels of government. Provides steps for litigation strategies and lists government economic incentives for preservation.

***A Layperson's Guide to Preservation Law: A Survey of Federal, State, and Local Laws Governing Historic Resource Protection*, Julia H. Miller. Washington, D.C.: National Trust for Historic Preservation, 1997.**

A look at various laws and regulations that protect historic resources including federal, state, and local laws, as well as those governing nonprofit organizations and museum properties.

***A Self-Assessment Guide for Community Preservation Organizations*, Katherine Adams. Washington, D.C.: National Trust for Historic Preservation, 1989.**

Guidance for organizations undertaking a self-assessment process to measure effectiveness and help plan for the future.

***Affordable Housing Through Historic Preservation: A Case Study Guide to Combining the Tax Credits*, William F. Delvac, Susan Escherich, and Bridget Hartman. Washington, D.C.: U.S. Department of the Interior, National Park Service, Heritage Preservation Services, and the National Trust for Historic Preservation, 1997.**

Overview of how to finance historic buildings for affordable housing by combining two federal tax incentives programs – the historic rehabilitation tax credit (preservation tax incentives program) and the low-income housing tax credit. Six case studies illustrate successful rehabilitation projects by nonprofit and for-profit organizations.

***Alternatives to Sprawl*, Dwight Young. Cambridge, MA: Lincoln Institute of Land Policy, 1995.**

A summary of the findings and recommendations of a conference on urban sprawl to help private citizens and public officials make informed choices about future growth patterns of urban and rural areas.

***America's Downtowns: Growth, Politics, and Preservation*, Richard C. Collins, Elizabeth B. Waters, and A. Bruce Dotson. New York: John Wiley & Sons, Inc., 1995.**

Shows how to integrate preservation into local policies that shape growth and development with a review of various cities around the country.

***Appraising Historic Properties*, Judith Reynolds. Washington, D.C.: National Trust for Historic Preservation, 1994.**

Explains the appraisal process and issues surrounding the valuation of historic properties, and what to look for when selecting an appraiser.

***Archeology and Historic Preservation*, Shereen Lerner. Washington, D.C.: National Trust for Historic Preservation, 1995.**

A primer for organizations or individuals that covers basic archeological concepts, state and local issues, protection of archeological sites, public programs, and key legislation.

***Building Support Through Public Relations: A Guide for Nonprofit Preservation Organizations*, Olivia T. Meyer. Washington, D.C.: National Trust for Historic Preservation, 1992.**

Explains how to conduct a successful public relations campaign, and includes tips on news releases, press conferences, radio and television spots, public service announcements, and special events.

***Coping with Contamination: A Primer for Preservationists*, Carol Andress, Charles Bartsch, and Deborah Cooney. Washington, D.C.: National Trust for Historic Preservation, 1993.**

An introduction for owners, users, and supporters of historic buildings to the issues surrounding such hazardous materials as lead paint, asbestos, radon, and underground storage tanks.

***Electronic Town Meetings: Planning for the Information Age*, APA Planning Commissioners Service. Chicago: American Planning Association, 1996.**

This 25-minute video and workbook explain how to use computers and television to encourage public participation.

***Establishing an Easement Program to Protect Historic, Scenic, and Natural Resources*, Elizabeth Watson and Stefan Nagel. Washington, D.C.: National Trust for Historic Preservation, 1995.**

Practical advice on legal and administrative issues for organizations that want to set up an easement program.

***Everyone Wins! A Citizen's Guide to Development*, Richard D. Klein. Chicago: American Planning Association, 1990.**

Practical explanation of the development process and strategies that citizens can use to influence the outcome.

***From Visitors to Volunteers: Organizing a Historic Homes Tour*, Ann Anderson. Washington, D.C.: National Trust for Historic Preservation, 1991.**

A step-by-step guide to help organizations conduct a successful homes tour to increase visibility and raise funds.

***Good for Business: A Guide to Rehabilitating the Exteriors of Older Commercial Buildings*, Paul J. Jakubovich and Les Vollmert. Milwaukee, WI: City of Milwaukee, 1995.**

Presents an effective approach to rehabbing downtown commercial structures while retaining their historic character.

***Historic Preservation: Curatorial Management of the Built World*, James Marston Fitch. Charlottesville, VA: University Press of Virginia, 1990 (Reprint of 1982 edition.)**

Serves as an introduction to the growing and diversifying realm of historic preservation. Pinpoints the problems and policies of managing the built environment; while concentrating on the U.S., the book provides a global

context. Helps bring preservationists of all types onto a common platform, with a shared method and language, so they can work effectively together.

***History for Hire: Using Cultural Resources as Film Locations*, Amy R. Masterman. Washington, D.C.: National Trust for Historic Preservation, 1995.**

A guide for homeowners, museum administrators, and business owners to the benefits and drawbacks of using historic resources as film locations.

***Holding Our Ground: Protecting America's Farms and Farmland*, Tom Daniels and Deborah Bowers. Covelo, CA: Island Press, 1997.**

A guidebook for landowners and communities providing valuable information on effective strategies for rural and farmland preservation. An appendix provides model zoning ordinances, conservation easements, and other documents to carry out a successful preservation program.

***How Superstore Sprawl Can Harm Communities (And What Citizens Can Do About It)*, Constance E. Beaumont. Washington, D.C.: National Trust for Historic Preservation, 1994.**

A valuable guide for citizens faced with superstore development in their community.

***How to Teach with Historic Places: A Technical Assistance Sourcebook*, National Register of Historic Places, National Park Service, and National Trust for Historic Preservation. Washington, D.C.: National Trust for Historic Preservation, 1996.**

How teachers, site interpreters, and preservationists can use historic places as teaching tools as well as information on developing historic places lesson plans. Includes the Curriculum Framework, slide presentation, and extensive resource guide.

***Hurricane Readiness Guide for Owners and Managers of Historic Resources*, Ellen Ugucconi and Joseph Herndon. Washington, D.C.: National Trust for Historic Preservation, 1997.**

A guide to preventing damage to historic resources from hurricanes both before and after a storm strikes.

***In Search of Collaboration: Historic Preservation and the Environmental Movement*, Edward T. McMahon and A. Elizabeth Watson. Washington, D.C.: National Trust for Historic Preservation, 1992.**

A look at potential partnerships between preservationists and conservationists to ensure the maximum protection of the natural and cultural environment.

***Investing in Volunteers: A Guide to Effective Volunteer Management*, Esther Hall. Washington, D.C.: National Trust for Historic Preservation, 1995.**

How to design and manage a successful volunteer program.

***Legal Considerations in Establishing a Historic Preservation Organization*, Collette C. Goodman, with revisions by Stefan Nagel. Revised edition. Washington, D.C.: National Trust for Historic Preservation, 1994.**

Explains the various ways to structure a new organization and provides important information on tax considerations and legislative/lobbying restrictions.

***Membership Development: A Guide for Nonprofit Preservation Organizations*, Catherine A. Horsey. Washington, D.C.: National Trust for Historic Preservation, 1996.**

Suggests ways to retain existing members and to attract new members to your organization.

***Model Conservation Easement and Historic Preservation Easement, 1996: Revised Easements and Commentary from "The Conservation Easement Handbook,"* Thomas S. Barrett and Stefan Nagel. Washington, D.C.: Land Trust Alliance, 1996.**

Updates information and commentary on the model conservation and historic preservation easement presented originally in *The Conservation Easement Handbook*.

***New Life for White Elephants: Adapting Historic Buildings for New Uses*, Anonymous (editor). Washington, D.C.: National Trust for Historic Preservation, 1996.**

Describes projects around the country that were once seen as white elephants and are now examples of successful renovation and reuse.

***Organizing for Change*, Grace Gary. Washington, D.C.: National Trust for Historic Preservation, 1992.**

Five in-depth case studies on how citizens worked through the political process to change preservation planning decisions.

***Organizing Volunteers for Preservation Projects*, Grace Gary. Washington, D.C.: National Trust for Historic Preservation, 1992.**

Tips for carrying out a successful preservation project using a volunteer workforce and limited funds.

***Pioneers of American Landscape Design: An Annotated Bibliography*, Charles A. Birnbaum (editor) with Lisa Crowder. Washington, D.C.: U.S. Department of the Interior, National Park Service, 1993.**

Comprehensive source book of information on visionary practitioners who had a major impact on the designed American landscape.

***Pioneers of American Landscape Design, Volume II: An Annotated Bibliography*, Charles A. Birnbaum (editor) with Julie A. Fix. Washington, D.C.: U.S. Department of the Interior, National Park Service, 1995.**

Expands on the first edition, with information on approximately 60 more pioneers' lives and work.

***Place Notes*, Philip B. Herr and Sarah James. Washington, D.C.: National Trust for Historic Preservation, 1995.**

Definitions and descriptions of more than 50 planning tools and techniques to assist residents of rural communities with planning and preservation issues.

***Preservation of Historic Burial Grounds*, Lynette Strangstad. Washington, D.C.: National Trust for Historic Preservation, 1995.**

An explanation for the significance of historic burial grounds, concerns about their preservation and appropriate conservation methods.

***Preserving and Revitalizing Older Communities: Sources of Federal Assistance*, Leslie Slavitt, with Susan Escherich (editor). Washington, D.C.: U.S. Department of the Interior, National Park Service, 1993.**

Brief descriptions of 90 federal programs that provide assistance to revitalize declining historic neighborhoods. The entries focus on assistance available to nonprofit organizations, localities, and, in some cases, to states.

***Preserving the Past and Making It Accessible for People with Disabilities*, Thomas C. Jester. Revised edition. Washington, D.C.: U.S. Department of the Interior, National Park Service, Heritage Preservation Services, 1996.**

Short booklet that provides information on upgrading historic properties with barrier-free accommodations and meeting ADA requirements without compromising the significant features or aesthetics of the structure.

***Protecting Archeological Sites on Private Lands*, Susan L. Henry, with Geoffrey M. Gyrisco, Thomas H. Veech, Stephen A. Morris, Patricia L. Parker, and Jonathan P. Rak. Washington, D.C.: U.S. Department of the Interior, National Park Service, 1993.**

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***Railroad Depot Acquisitions and Development*, Ruth Falkenberg and John Hankey. Washington, D.C.: National Trust for Historic Preservation, 1991.**

A step-by-step guide for organizations and individuals interested in preserving historic railroad depots.

***Regional Heritage Areas: Approaches to Sustainable Development*, T. Allen Comp. Washington, D.C.: National Trust for Historic Preservation, 1994.**

A collection of articles describing regional heritage areas across the country. Includes a directory of more than 80 regional heritage areas.

***Rescuing Historic Resources: How to Respond to a Preservation Emergency*, Leah Konicki. Washington, D.C.: National Trust for Historic Preservation, 1998.**

An outline of the steps to take when your community's historic resources are facing an immediate threat.

***Risk Management and Liability Insurance for Nonprofit Preservation Organizations*, Charles Tremper and Pam Rypkema. Washington, D.C.: National Trust for Historic Preservation, 1995.**

How nonprofit organizations can control and manage risk. Techniques to help prevent insurance claims as well as information on the types of insurance that nonprofits should consider purchasing.

***Rural By Design: Maintaining Small Town Character*, Randall Arendt. Chicago: American Planning Association, Planners Press, 1994.**

A how-to book that addresses planning, conservation, and development issues in a rural context. This comprehensive treatise on wise land-use planning covers the history and theories of the field, alternatives to new development, implementation techniques, and case examples to support the proposals.

***Rural Conservation*, Shelley Mastran. Washington, D.C.: National Trust for Historic Preservation, 1993.**

The steps, tools and sources of information for protecting and preserving rural historic resources.

***Save Our Land, Save Our Towns*, Thomas Hylton. Harrisburg, PA: Richly Beautiful Books, 1995.**

Addresses the problems of sprawl and the loss of farmland in Pennsylvania and reinforces the need for more cohesive communities and wise land-use planning.

***Saving America's Countryside: A Guide to Rural Conservation*, Samuel N. Stokes, A. Elizabeth Watson, and Shelley S. Mastran. 2nd edition. Baltimore, MD: The Johns Hopkins University Press, 1997.**

Addresses all aspects of rural conservation and land-use planning; it serves as an invaluable resource to any officials or individuals involved in this issue at any level.

***Saving Historic Roads: A Guidebook for Their Identification, Preservation, Management*, Paul Daniel Marriott. Washington, D.C.: National Trust for Historic Preservation, 1996.**

Explains the design, planning, legal, and regulatory guidelines for the maintenance and preservation of historic roads. Provides criteria for establishing the historic significance of the roadway and an overview of the transportation laws and policies that affect them. Case studies serve as illustrative models.

***Saving Place: A Guide and Report Card for Protecting Community Character*, Philip B. Herr. Boston, MA: National Trust for Historic Preservation, 1991.**

A guide to help residents and local officials protect communities through sound growth policy, economic development, natural resource protection, and historic preservation.

***Share your Success: Fund-Raising Ideas*, Leilah Powell. Washington, D.C.: National Trust for Historic Preservation, 1993.**

Learn from other preservation and nonprofit organizations about innovative fund-raising events, products and programs.

***Stained Glass in Houses of Worship*, Rolf Achilles and Neal A. Vogel. Washington, D.C.: National Trust for Historic Preservation, 1993.**

The art and history of stained glass as well as practical issues regarding its preservation.

***Steering Nonprofits: Advice for Boards and Staff*, Staff of the Management Assistance Group. Washington, D.C.: National Trust for Historic Preservation, 1991.**

A review of management responsibilities ranging from budgeting to personnel to board relations as well as a look at some of the changes that affect all nonprofit organizations.

***Strategic Planning for Nonprofit Organizations*, Marc Smiley. Washington, D.C.: National Trust for Historic Preservation, 1992.**

Guidance for nonprofit organizations on strategic planning, including a model planning process for organizations to follow.

***Strategies for the Stewardship and Active Use of Older and Historic Religious Properties*, Diane Cohen and A. Robert Jaeger. Washington, D.C.: National Trust for Historic Preservation, 1996.**

A guide to the preservation, restoration, and reuse of historic religious structures.

***Systems in Houses of Worship: A Guide to Heating, Cooling, Ventilation, Electrical and Lightning Protection Systems*, Michael Cruz and Neal A. Vogel. Washington, D.C.: National Trust for Historic Preservation, 1992.**

A useful manual for church and temple administrators and maintenance staff on building systems and routine maintenance for houses of worship.

***The Citizen's Guide to Planning*, Herbert H. Smith. 3rd edition. Chicago: American Planning Association, 1993.**

Clear, easy-to-understand explanation of the basics of planning, zoning, subdivisions, and capital improvement programs.

***The Citizen's Guide to Zoning*, Herbert H. Smith. Chicago: American Planning Association, 1983.**

Clear, easy-to-understand explanation of zoning, zoning regulations, and the zoning process.

***The Conservation Easement Handbook: Managing Land Conservation and Historic Preservation Easement Programs*, Janet Diehl and Thomas S. Barrett. Alexandria, VA: Land Trust Exchange [now the Land Trust Alliance], 1988.**

Guidance on designing, developing, and enforcing conservation easements as an effective development management tool. Includes a survey of over 200 easement programs.

***The Economic Benefits of Preserving Community Character: A Practical Methodology*, Joni L. Leithe. Washington, D.C.: National Trust for Historic Preservation and The Government Finance Research Center, 1991.**

A step-by-step manual of how to assess the economic impacts of preservation on your particular community.

***The Economics of Historic Preservation: A Community Leader's Guide*, Donovan D. Rypkema. Washington, D.C.: National Trust for Historic Preservation, 1995.**

This valuable publication provides community leaders and preservationists with 100 economic reasons for preserving older buildings. From downtown revitalization to heritage tourism, it suggests strong economic arguments in support of preservation.

***Treatment for Flood Damaged Historic Buildings*, Jim Sewall. Washington, D.C.: National Trust for Historic Preservation, 1993.**

Strategies to help building owners reduce structural and cosmetic flood damage to older and historic buildings.

***Using Professional Consultants in Preservation*, Ellen Beasley. Washington, D.C.: National Trust for Historic Preservation, 1994.**

Learn how to get the best results from the services of a consultant for your preservation organization. Includes sample contracts, letter agreements, and requests for proposals.

***Using the Community Reinvestment Act in Low-Income Historic Neighborhoods*, Jennifer L. Blake. Washington, D.C.: National Trust for Historic Preservation, 1992.**

A case study describing the efforts of coalition of Pittsburgh community organizations to reverse the red-lining practices of financial institutions and bring historic preservation benefits to low-income and minority neighborhoods.

The following listing is taken from and used with permission of the Rensselaer County Historical Society Web site, Rensselaer County Historical Society. Architectural History Bibliography, http://www.rchsonline.org/ar_bib.htm (accessed June 7, 2005).

***A Field Guide to American Architecture*, Carole Rifkind. New York: Plume Books, New American Library, Inc., 1980.**

Sections include: Residential, Ecclesiastical, Civic and Commercial and Utilitarian, with photographs, line drawings and floor plans.

***A Field Guide to American Houses*, Virginia and Lee McAlester. New York: Knopf, 1984.**

A thorough discussion of residential American architecture beginning with Native dwellings and extending to the 1940s. Photographs and line drawings show "high style" and vernacular examples, and charts of details are very useful.

***American Architecture Since 1780*, Marcus Whiffen. Cambridge, MA: MIT Press, 1969.**

One of the best concise, standard introductions to architectural styles.

***American Shelter, An Illustrated Encyclopedia of the American Home*, Lester Walker. New York: The Overlook Press, 1981.**

Good drawings, floor plans.

***Architecture: Form, Space and Order, 1979; and Architectural Graphics, 1985*, Francis D. K. Ching. New York: Van Nostrand Reinhold Company.**

An excellent introduction to architectural principles with beautiful line drawings and clear text, and a thorough introduction to drawing conventions.

***House Styles At A Glance*, Maurie Van Buren. Atlanta: Longstreet Press, 1991.**

Line drawings accompany text present both historic and contemporary houses.

***Illustrated Dictionary of Historic Architecture*, Cyril M. Harris, editor, 1977. New York: Dover Publications, Inc., 1983.**

A guide to architectural terms from ancient to modern eras.

***Round Buildings, Square Buildings, & Buildings That Wiggle Like a Fish*, Phillip Isaacson. New York: Knopf, 1988.**

Despite the title, this book is an introduction for older students and adults, with photographs and text on how to look at buildings.

***Under Every Roof, A Kid's Style and Field Guide to the Architecture of American Houses*, Patricia Brown Glen. Washington, DC: The Preservation Press, 1993.**

Text and drawings are aimed at students and include a wide variety of house types and locations.

***What It Feels Like to Be a Building (1988, reprint), and Bridges Go From Here To There (1993)*, Forrest Wilson. Washington: National Trust For Historic Preservation.**

Lively discussion and wonderful drawings exploring structural concepts.

The following listing is taken from and used with permission of the National Trust for Historic Preservation Web site, National Trust for Historic Preservation. Preservation Books, <http://www.preservationbooks.org> (accessed July 1, 2005).

***African-American Historic Places*, Beth Savage, ed. New York: John Wiley & Sons/Preservation Press, 1994.**

Compiled from the records of the National Register of Historic Places, this lavishly illustrated book features over 800 locations in 42 states and two U.S. territories that have played a role in black American history.

***Appraising Easements*, Thomas Coughlin and others. Washington: Land Trust Alliance, 1999.**

An up-to-date guide on appraising land conservation and historic preservation.

***Barn Again! A Guide to the Rehabilitation of Older Farm Buildings*, Mary Humstone. Washington: National Trust & Meredith Corp, 1997.**

Tips for farmers and preservationists interested in converting historic farm buildings to contemporary agricultural uses.

***Better Models for Chain Drugstores*, Anne Stillman. Washington: National Trust for Historic Preservation, 1999.**

Examples of compatible chain drugstore development in historic downtowns.

***Better Models for Superstores*, Constance Beaumont. Washington: National Trust for Historic Preservation, 1997.**

Learn how several national discount retailers have taken steps to minimize sprawl and fit in better with the landscape and existing communities.

***Better Models for Urban Supermarkets*, William Neuendorf and Kennedy Smith. Washington: National Trust for Historic Preservation, 2005.**

Authors William Neuendorf and Kennedy Smith show how neighborhood groups and supermarket chains can work in partnership to plan an urban store that complements the historic fabric of the streetscape while meeting the bottom-line needs of the retailer. Detailed discussions take community advocates through the process of researching market needs, organizing local support, making an economic case for a neighborhood supermarket, and solving design challenges. Case studies from major U.S. cities demonstrate just how well these new kinds of urban supermarkets are working.

***Buyer's Guide to Older and Historic Homes*, Richard Wagner. Washington: National Trust for Historic Preservation, 2001.**

Explains the benefits of owning an old house, as well as tips to finding a house; regulatory, environmental, and financial issues; inspection and appraisal concerns; and, insurance considerations.

***Cities Back from the Edge: New Life from Downtown*, Roberta Gratz. New York: John Wiley & Sons/ Preservation Press, 1998.**

Roberta Brandes Gratz looks at cities that have "come alive" with basic policy changes such as curbside parking, walkable sidewalks, neighborhood shopping and more to sustain growth into the 21st century.

***Community Guide to Saving Older Schools*, Kerri Rubman. Washington: National Trust for Historic Preservation, 2000.**

Many school districts are giving America's historic school buildings a failing grade. This booklet demonstrates through case studies that older school buildings can successfully adapt to new technology and the latest educational mandates.

***Conservation of Urban Religious Properties*, Anne Nezel and others. Washington: National Trust for Historic Preservation, 1990.**

A look at the preservation of historic religious properties in metropolitan areas using five Chicago churches as examples.

***Cultural and Ethnic Diversity in Historic Preservation*, Elizabeth Lyon, ed. Washington: National Trust for Historic Preservation, 1992.**

An introduction to the preservation of diverse ethnic and cultural sites and suggestions for ways to encourage increased participation by minority communities in preservation activities.

***Curtain Up: New Life for Historic Theaters*, Grey Hautaluoma and Mary Margaret Schoenfeld. Washington: National Trust for Historic Preservation, 1993.**

Useful information on programming, technical factors, accessibility, management, and sources of financial and technical assistance for restoring and operating historic theaters.

***Design and Development: Infill Housing Compatible with Historic Neighborhoods*, Ellen Beasley. Washington: National Trust for Historic Preservation, 1998.**

Explores the design and development processes behind compatible infill housing with strategies for new housing on vacant lots.

***Design Review in Historic Districts*, Rachel Cox. Washington: National Trust for Historic Preservation, 2003.**

An explanation of the design review process, the role of the historic district commission, design guidelines, legal issues, and the significance of certified local government status.

***Fabrics for Historic Buildings: A Guide to Selecting Reproduction Fabrics*, Jane Nylander. New York: John Wiley & Sons/Preservation Press, 1990.**

How to choose, buy, and install the correct fabrics for historic interiors.

***Gazebos and Trellises: Authentic Details for Design and Restoration*, Peter Joel Harrison. New York: John Wiley & Sons/Preservation Press, 1999.**

This unique visual reference brings together almost 200 beautifully rendered drawings of trellises and gazebos, all based on authentic historic details from field and library research.

***Getting to Know Your 20th Century Neighborhood*, Greta Terrell. Washington: National Trust for Historic Preservation, 1996.**

A look at neighborhoods developed between 1900 and 1950. Identifies significant features of 20th century neighborhoods and offers tips on how to organize residents to protect your neighborhood's historic character.

***Great American Bridges & Dams*, Donald Jackson. New York: John Wiley & Sons/Preservation Press, 1988.**

Among the 330 feats of engineering genius documented here are bridges found all over the United States, from Brooklyn to the Golden Gate and landmark dams such as the Hoover, Grand Coulee, Norris, and Shasta.

***Great American Post Offices*, James Bruns. New York: John Wiley & Sons/Preservation Press, 1998.**

Before electronic impulses danced across copper wires, the mail was the only link most Americans had to the world outside their communities. The neighborhood post office was an essential structure to the existence of our sprawling young republic.

***Great American Railroad Stations*, Jean Greenstein Potter. New York: John Wiley & Sons/Preservation Press, 1996.**

With words and photographs, this book captures the spirit of over 700 American railroad stations that remain today, in all fifty states.

***Guide to Tax-Advantaged Rehabilitation*, Jane Boyle and others. Washington: National Trust for Historic Preservation, 2002.**

Up-to-date information on the historic rehabilitation tax credit in an easy question-and-answer format. Sample worksheets help readers estimate the value of the credit for their projects.

***Habitat for Humanity as a Preservation Partner: Four Model Programs*, Kerri Rubman. Washington: National Trust for Historic Preservation, 1999.**

How to work with Habitat for Humanity groups to preserve historic buildings for residential use.

***Historic Building Facades: The Manual*, William Foulks, ed. New York: John Wiley & Sons/Preservation Press, 1997.**

In this complete reference manual, recognized experts provide state-of-the-art information and methodologies for the inspection, maintenance, and restoration of historic buildings of virtually every period, style, and material.

***Historic Home Tours: Showcasing your Community's Heritage*, Kerri Rubman and Ann Anderson. Washington: National Trust for Historic Preservation, 1991.**

A step-by-step guide to conducting a successful homes tour to increase visibility and raise funds.

***Houses by Mail: A Guide to Houses from Sears, Roebuck & Company*, Katherine Cole Stevenson and H. Ward Jandl. New York: John Wiley & Sons/Preservation Press, 1995.**

Descriptions of about 450 ready-to-assemble Sears mail order houses along with pictures, floor plans, and price.

***Innovative Tools for Historic Preservation*, Marya Morris. Chicago: American Planning Association, 1997.**

A look at financial incentives, conservation districts, comprehensive downzoning, growth management programs and comprehensive planning, and regulatory relief.

***Introduction to Photographing Historic Properties*, Kirk Gittings. Washington: National Trust for Historic Preservation, 1988.**

A guide to photographing buildings and interiors for documentary or artistic purposes.

***Keeping Time: The History and Theory of Preservation in America*, William Murtagh. New York: John Wiley & Sons/Preservation Press, 1999.**

William Murtagh provides a look at American community preservation – its history, practice and legal framework.

***Living City: How America's Cities Are Being Revitalized by Thinking Small in a Big Way*, Roberta Brandes Gratz. New York: John Wiley & Sons/Preservation Press, 1994.**

Gratz defines the phenomena of "urban husbandry" as the care, management and preservation of the built environment nurtured by participatory planning efforts of government, urban planners and average citizens.

***Locating Telecommunications Towers in Historic Buildings*, Nancy Boone and others. Washington: National Trust for Historic Preservation, 2000.**

This publication looks at ways to house wireless antennas inside or on existing structures – particularly historic buildings – as a means to protect historic and scenic areas from industrial-style towers.

***Maintaining a Lead Safe Home*, Dennis Livingston. Baltimore: Community Resources, 1997.**

Written for homeowners, property managers and tradespeople, this illustrated teaching tool suggests practical and affordable solutions to lead problems.

***Maintaining Community Character: How to Establish a Local Historic District*, Pratt Cassidy. Washington: National Trust for Historic Preservation, 2001.**

Proactive strategies for influencing local policy and opinions about the creation of a local historic district.

***New Old House Starter Kit*, Richard Wagner. Washington: National Trust for Historic Preservation, 1997.**

Tips for finding a qualified architect, budgeting rehabilitation work, and researching the history of your property. Practical advice for the do-it-yourselfer as well as for those who prefer to hire professionals.

***Paint in America: The Colors of Historic Buildings*, Roger Moss, ed. New York: John Wiley & Sons/Preservation Press, 1995.**

The definitive volume on how paint has been used in the U.S. in the last 20 years. Eminent contributors cover the history of this medium in American buildings from the 17th century to the end of the 19th century.

Partners in Preservation: Institutions of Higher Education, Leslie Durgin. Washington: National Trust for Historic Preservation, 2001.

This publication identifies significant factors community leaders and preservationists must understand in order to effectively advocate and successfully influence a college or university's preservation decisions and actions.

Preservation and the Recent Past, Richard Striner. Washington: National Trust for Historic Preservation, 1993.

Case studies illustrate the challenge of saving 20th century historic resources.

Preservation Yellow Pages, Julie Zagars, ed. New York: John Wiley & Sons/Preservation Press, 1997.

Guide to preservation sources at local, state, and national levels. Includes an overview of the major areas and disciplines in preservation and information on preservation agencies and organizations.

Preserving Historic Bridges, John Snyder. Washington: National Trust for Historic Preservation, 1995.

The history of bridge building in the United States and current legislation relating to the preservation of historic bridges with case studies illustrating bridge preservation projects.

Preserving Rosenwald Schools, Mary S. Hoffschelle. Washington: National Trust for Historic Preservation, 2003.

Traces the history of the Rosenwald school building program, which funded construction of almost 5,000 schools for African-Americans in the rural South between 1912 and 1932. Booklet includes tips for identifying former schools and case studies of Rosenwald school reuse projects.

Protecting America's Historic Neighborhoods: Taming the Teardown Trend, Adrian Scott Fine and Jim Lindberg. Washington: National Trust for Historic Preservation, 2002.

Discusses the impact of teardowns – the practice of demolishing an existing house to make way for a much larger structure – on historic places and suggests tools for curbing this disturbing trend.

Protecting Older and Historic Barns through Barn Preservation Programs, Jennifer Goodman. Washington: National Trust for Historic Preservation, 2004.

Ideas for developing a state or regional preservation program to draw attention to historic barns and to help owners find ways to reuse and rehabilitate them.

Protecting Older Neighborhoods through Conservation District Programs, Julia Miller. Washington: National Trust for Historic Preservation, 2004.

This booklet provides a basic overview of conservation districts and the conservation district ordinance. It includes helpful charts that outline the pros and cons of conservation districting and the differences between local historic districts and neighborhood conservation districts. It also includes an annotated list of jurisdictions that currently operate conservation district programs.

Putting on a Brand New Coat: Paint Partnerships, Anna Mod and Chad McLaughlin. Washington: National Trust for Historic Preservation, 1998.

How paint partnership programs work and their impact on historic buildings in the community.

Quest for Funds Revisited: A Fund-Raising Starter Kit, Joe Breiteneicher and Bob Hohler. Washington: National Trust for Historic Preservation, 1998.

Guides organizations through the development process and explains how to build support from foundations, corporations, and individuals.

Recipe for Rehaborama, Leah Konicki. Washington: National Trust for Historic Preservation, 1997.

Innovative preservation program that brings visitors to inner city neighborhoods to view rehabilitated historic properties which are offered for sale.

***Reviewing New Construction Projects in Historic Areas*, Ellen Beasley. Washington: National Trust for Historic Preservation, 1992.**

Outlines the basic documents and procedures essential to the public design review process of new construction projects in historic districts.

***Saving Face: How Corporate Franchise Design Can Respect Community Identity*. Chicago: American Planning Association, 2002.**

Demonstrates how planners, citizens, and public officials can advocate successfully for sensitive and contextual corporate franchise design that respects community character.

***Successful Fund-Raising Activities for Preservation Organizations*, Kerri Rubman. Washington: National Trust for Historic Preservation, 1998.**

Learn from other preservation nonprofit organizations about innovative fund-raising events, products, and programs.

***Threatened Treasures: Creating Lists of Endangered Sites*. Washington: National Trust for Historic Preservation, 2001.**

Ideas for bring attention to endangered sites through the use of a publicized list of threatened historic resources.

***Using Older Farm Buildings*, Mary Humstone and Dexter W. Johnson. Washington: National Trust for Historic Preservation, 2000.**

This issue serves as a practical guide to adapting different types of farm structures for a wide range of new agricultural uses.

***Walls & Molding: How to Care for Old and Historic Wood and Plaster*, Natalie Shivers. New York: John Wiley & Sons/Preservation Press, 1990.**

Details and ideas for planning appropriate rehabilitations, methods of patching and replastering walls, guidance on repairing and recasting plaster ornament and molding, use of acceptable materials and much more.

***What Style Is It: A Guide to American Architecture*, John Poppeliers, et al., New York: John Wiley & Sons/Preservation Press, 2003.**

This easy-to-use guide includes over 200 photographs and line drawings, a concise illustrated glossary, and accessible information on 22 major styles of American architecture. Organized chronologically, *What Style Is It?* presents succinct summaries of architectural styles, discusses their development and notable characteristics, and mentions where real-world examples can be found.

***With Heritage So Rich*, Albert Rains, ed. Washington: National Trust for Historic Preservation, 1999.**

Preservation history, including European antecedents, is presented in this classic study.

General Bibliography

The following listings were taken from and used with permission of the University Of Vermont Web site, Vermont Heritage Network, Historic Preservation Resources. Bibliography, <http://www.uvm.edu/~vhnet/hpres/> (accessed June 7, 2005).

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E. PRESERVATION RESOURCES ON THE INTERNET

Archaeology

Archaeology Data Service:
ads.ahds.ac.uk/catalogue

ArchNet:
archnet.asu.edu

Archaeological Institute of America:
www.archaeological.org

Archeology and Ethnography Program:
www.cr.nps.gov/archaeology

Association for Gravestone Studies:
www.gravestonestudies.org

National Archeological Database:
www.cast.uark.edu/other/nps/nadb

Register of Professional Archaeologists:
www.rpanet.org

Saving Graves:
www.savinggraves.org

Society for American Archeology:
www.saa.org

Society for Commercial Archaeology:
www.sca-roadside.org

Society for Historical Archeology:
www.sha.org

Society for Industrial Archaeology:
www.ss.mtu.edu/ia/sia.html

Southeast Archeological Center:
www.cr.nps.gov/seac/seac.html

World Archaeological Congress:
www.flinders.edu.au/wac

Architecture

American Institute of Architects:
www.aia.org

Architecture Research Institute:
www.architect.org

Building Officials Code
Administrators International:
www.iccsafe.org

Great Buildings:
www.greatbuildings.com/gbc.html

Historic American Buildings Survey/
Historic American Engineering Record:
www.cr.nps.gov/habshaer

Marble Institute of America:
www.marble-institute.com

National Building Museum:
www.nbm.org

Philadelphia Athenaeum/Architectural Archives:
www.philaathenaeum.org/archives.html

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www.searsarchives.com/homes

Society of Architectural Historians:
www.sah.org

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The Professional's Source for Historic Products:
www.traditional-building.com

University of Nevada, Las Vegas Libraries/
Architecture Web Resources:
library.nevada.edu/arch/rsrce/webrsrce/contents.html

Vernacular Architecture Forum:
www.vernaculararchitectureforum.org

Cultural Landscapes

Alliance for Historic Landscape Preservation:
www.ahlp.org

Alliance for National Heritage Areas:
www.nationalheritageareas.com

American Association
of Botanical Gardens and Arboreta:
www.aabga.org

American Society for Landscape Architects:
www.asla.org

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www.cr.nps.gov/landscapes.htm

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www.cr.nps.gov/heritageareas

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www.cr.nps.gov/hps/hps

Foundation Center:
www.fdncenter.org

Grant Seeker's Guide to the Internet:
www.mindspring.com/~ajgrant/guide.htm

Grants.gov:
www.grants.gov

Nonprofit Genie:
www.compasspoint.org/askgenie/index.php

Philanthropy Journal Online:
www.philanthropyjournal.org

Philanthropy News Network Online:
www.pnnonline.org

Save America's Treasures:
www.saveamericastreasures.org

Government & Public Policy

Americans with Disabilities Act Information:

www.usdoj.gov/crt/ada/adahom1.htm

Department of Housing

and Urban Development (HUD):

www.hud.gov

Department of the Interior:

www.doi.gov

Fed World:

www.fedworld.gov

Federal Bureau of Land Management:

www.blm.gov/nhp

Federal Judicial Center:

www.fjc.gov

Federal Preservation Forum:

www.pe.net/~fpforum

Heritage Preservation Services (NPS):

www.cr.nps.gov/hps

International City/County Management Association:

icma.org

Laws, Regulations and Standards

Related to Cultural Resources (NPS):

www.cr.nps.gov/linklaws.htm

National Alliance of Preservation Commissions:

www.uga.edu/napc

National Archives:

www.archives.gov

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www.neh.gov

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www.preservationaction.org

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thomas.loc.gov

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www.transact.org

U.S. Census Bureau:

www.census.gov

U.S. Congress:

www.congress.org

U.S. House of Representatives:

www.house.gov

U.S. Senate:

www.senate.gov

White House:

www.whitehouse.gov

Heritage Education

Center for Understanding

the Built Environment (CUBE):

www.cubekc.org

Cities/Buildings Database:

www.washington.edu/ark2

The Heritage Education Network:

histpres.mtsu.edu/then

National Council for Preservation Education:

www.uvm.edu/histpres/ncpe

Teaching with Historic Places (NPS):

www.cr.nps.gov/nr/twhp

Heritage Tourism

National Register Travel Itineraries:

www.cr.nps.gov/nr/travel

National Trust for Historic Preservation

Historic Hotels of America:

www.historichotels.org

National Trust for Historic Preservation

Study Tours:

www.nthp.org/study_tours

Historic Preservation

Advisory Council on Historic Preservation:

www.achp.gov

African American Heritage Preservation Foundation:

www.aahpf.org

American Cultural Resources Association:

www.acra-crm.org

American Historical Association:

www.historians.org

Association for Preservation Technology:

www.apti.org

Barn Again! (National Trust):

www.barnagain.org

Conservation On-Line:

palimpsest.stanford.edu

DOCOMOMO:

www.docomomo-us.org

Electronic Rehab (NPS):

www.cr.nps.gov/hps/tps/e-rehab

E Preservation Net:

www.epreservation.net

Forum Online (National Trust):

orum.nationaltrust.org

Historic Preservation Development Council:

www.housingonline.com

International Council on Monuments and Sites:

www.icomos.org

International Survey of Jewish Monuments:

www.isjm.org

League of Historic American Theatres:
www.lhat.org

National Center for Preservation
Technology and Training (NPS):
www.ncptt.nps.gov

National Parks Conservation Association:
www.npca.org

National Preservation Institute:
www.npi.org

National Railway Historical Society:
www.nrhs.com

National Register of Historic Places:
www.cr.nps.gov/nr

National Trust for Historic Preservation:
www.nationaltrust.org

National Trust's Main Street Center:
www.mainstreet.org

Neighborhood Preservation Center:
www.NeighborhoodPreservationCenter.org

Old House Journal:
www.oldhousejournal.com

Partners for Sacred Places:
www.sacredplaces.org

Preservation Books (National Trust):
www.preservationbooks.org

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www.preservationdirectory.com

Preservation Education Institute:
www.preservationworks.org

Preservation Products, Inc.:
www.preservationproducts.com

Preserve and Protect:
www.preserve.org

Preserve/Net:
www.preservenet.cornell.edu

Recent Past Preservation Network:
www.recentpast.org

Reconnecting America:
www.reconnectingamerica.org

Save America's Treasures:
www.saveamericastreasures.org

Secretary of the Interior's Standards
for the Treatment of Historic Properties:
www.cr.nps.gov/hps/tps/standguide/index.htm

Technical Preservation Services:
www.cr.nps.gov/hps/tps

Theatre Historical Society of America:
www.historictheatres.org

Trust for Public Land:
www.tpl.org

UNESCO World Heritage Centre:
www.unesco.org

History

African American Association of Museums:
www.blackmuseums.org

American Association for State & Local History:
www.aaslh.org

American Battlefield Protection Program:
www.cr.nps.gov/hps/abpp

American Civil War Home Page:
sunsite.utk.edu/civil-war

American Historical Association:
www.historians.org

American Memory:
memory.loc.gov/ammem/index.html

American Studies Web:
www.georgetown.educrossroads/asw

Center for American History:
www.cah.utexas.edu

Center for History & News Media:
chnm.gmu.edu

Discovery Channel:
www.discovery.com

History Buff:
www.historybuff.com

History Channel:
www.historychannel.com

History Net:
thehistorynet.com

National Council on History Education:
www.garlandind.com/nche

National Museum of American History:
www.americanhistory.si.edu

National Museum of the American Indian:
www.nmai.si.edu

Native American Sites:
www.nativeculture.links.com/indians.html

Native Web:
www.nativeweb.org

Organization of American Historians:
www.oah.org

Public Broadcasting Service:
www.pbs.org/history

U.S. History:
www.ushistory.org

Nonprofit Organization Information

BoardSource:
www.boardsource.org

Foundation Center:
www.fdncenter.org

Internet Nonprofit Center:
www.nonprofits.org

Nonprofit Genie:
www.genie.org

Nonprofit Resource Center:

www.not-for-profit.org

Nonprofit Times:

www.nptimes.com

Planning & Community Development

American Planning Association:

www.planning.org

Center for Neighborhood Technology:

www.cnt.org

Community Development Society:

www.comm-dev.org

Cyberbia:

www.cyberbia.org

International Downtown Association:

www.ida-downtown.org

Institute for Local Self-Reliance:

www.ilsr.org

National Community Capital Association:

www.communitycapital.org

National Community Development Association:

www.ncdaonline.org

National Housing Institute:

www.nhi.org

National Housing & Rehabilitation Association:

www.housingonline.com

New Urban News:

www.newurbannews.com

Planning Commissioners Journal:

www.plannersweb.com

Society for American & Regional Planning History:

www.urban.uiuc.edu/sacrph

Urban Land Institute:

www.uli.org

Walkable Communities:

www.walkable.org

Sprawl & Smart Growth

American Farmland Trust:

www.farmland.org

Brookings Institution: Center

on Urban and Metropolitan Policy:

www.brook.edu/es/urban/urban.htm

Center of Excellence for Sustainable Communities:

www.sustainable.doe.gov

Conservation Fund:

www.conservationfund.org

Federal Contacts to Help Communities

Promote Sustainable Land Use:

www.epa.gov/region5/sprawl

LGC Growth Management:

www.uwex.edu/lgc/growth/growth.htm

Land Trust Alliance:

www.lta.org

Nonpoint Education

for Municipal Officials (NEMO):

nemo.uconn.edu

Planners Web:

www.plannersweb.com/sprawl/home.html

Sierra Club:

www.sierraclub.org/sprawl

Smart Growth Network:

www.smartgrowth.org

Sprawl Busters:

www.sprawl-busters.com

Sprawl Watch Clearinghouse:

www.sprawlwatch.org

Stateline.org:

www.stateline.org

Sustainable Development Institute:

www.susdev.org

Sustainable Measures:

sures.com

Tea-21 Legislation:

www.tea21.org

Transportation Action Network:

www.transact.org

Transportation for Livable Communities Network:

www.clf.org/transportation/index.htm

Trust for Public Land:

www.tpl.org

Urban Center Publications:

urban.csuohio.edu/publications

Urban Land Institute:

www.uli.org

State Historic Preservation Resources

North Carolina Division of Archives & History:

www.ah.dcr.state.nc.us

North Carolina Historic Sites:

www.ah.dcr.state.nc.us/Sections/hs/default.htm

North Carolina Main Street Program:

www.dca.commerce.state.nc.us

North Carolina State Historic Preservation Office:

www.hpo.dcr.state.nc.us

North Carolina Office of State Archaeology:

www.arch.dcr.state.nc.us/fosa.htm

Preservation North Carolina:

www.presnc.org

Local Historic Preservation Resources

Ardmore Neighborhood Association:

www.ardmore.ws

Downtown Winston-Salem Partnership:

www.dwsp.org

Forsyth County Government:

www.co.forsyth.nc.us

Forsyth County Historic Resources Commission:

www.forsythcountyhrc.org

Historic Bethabara Park:

www.bethabarapark.org

Historic Reynolda Neighborhood Association:

groups.yahoo.com/group/historicreynoldana

Moravian Archives:

www.moravianarchives.org

Old Salem, Inc.:

www.oldsalem.org

Town of Kernersville Government:

www.toknc.com

Village of Clemmons Government:

www.clemmons.org

Wachovia Historical Society:

www.wachoviatract.org

Washington Park Neighborhood Association:

www.wpnaws.org

West End Neighborhood Association:

www.w-sfrontporch.com

West Salem Neighborhood Association:

www.westsalemneighborhood.org

Winston-Salem Buildings:

www.winstonsalemskyscrapers.com

Winston-Salem Government:

www.cityofws.org

Sources of Information

Preservation Resources

on the Internet,

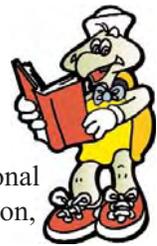
A Supplement to

Forum News. Washington:

National Trust Forum, National

Trust for Historic Preservation,

July/August 2006.



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8. Maintaining A Historic Resource



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Maintaining A Historic Resource

All buildings (historic or not) require maintenance and the best way to ensure the continued life of your building is to carry out regular maintenance. Regular upkeep cannot be overemphasized because most of the damage that occurs to historic buildings can be avoided by small-scale regular maintenance, which can help ensure a long life for most building elements. Usually, problems start out small, yet will grow in scale if they are not repaired.



Regular maintenance requires a relatively small amount of time and considerable savings will be gained in the long term as a result. For example, just a quick look at a roof can reveal missing or loose slates. Noting gutter problems can pinpoint areas where serious decay will result if the situation is left unattended.

Maintenance must be carried out regularly and systematically. Without regular maintenance, the aesthetic appearance and fabric of a building can deteriorate to a serious level. If this is allowed to continue, a more extensive restoration will be needed to guarantee the preservation of the historic building.

The information that follows will aid property owners in issues relating to maintenance of a historic resource.

A. MAINTENANCE SCHEDULE

Refer to the Maintenance Schedule that follows this section. Feel free to copy this Schedule in order to record maintenance information about your property.

B. PRESERVATION BRIEFS

Since 1975, the National Park Service has been publishing a series of *Preservation Briefs*. These Briefs have helped home owners, preservation professionals, organizations, and government agencies by providing guidance on preserving, rehabilitating and restoring historic buildings. The illustrated *Preservation Briefs* 1-44 are now available online. Additionally,

the *Briefs* are available in print and fully illustrated with black and white images and may be purchased from the Government Printing Office.

A full listing of titles follows and can be accessed through <http://www.cr.nps.gov/hps/tps/briefs/presbhom.htm>. Instructions on how to order hard copies are also available from this Web site.

Preservation Briefs

- 01: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
- 02: Repointing Mortar Joints in Historic Masonry Buildings
- 03: Conserving Energy in Historic Buildings
- 04: Roofing for Historic Buildings
- 05: The Preservation of Historic Adobe Buildings
- 06: Dangers of Abrasive Cleaning to Historic Buildings
- 07: The Preservation of Historic Glazed Architectural Terra-Cotta
- 08: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
- 09: The Repair of Historic Wooden Windows
- 10: Exterior Paint Problems on Historic Woodwork
- 11: Rehabilitating Historic Storefronts
- 12: The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
- 13: The Repair and Thermal Upgrading of Historic Steel Windows

- 14: New Exterior Additions to Historic Buildings: Preservation Concerns
- 15: Preservation of Historic Concrete: Problems and General Approaches
- 16: The Use of Substitute Materials on Historic Building Exteriors
- 17: Architectural Character - Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
- 18: Rehabilitating Interiors in Historic Buildings - Identifying Character-Defining Elements
- 19: The Repair and Replacement of Historic Wooden Shingle Roofs
- 20: The Preservation of Historic Barns
- 21: Repairing Historic Flat Plaster - Walls and Ceilings
- 22: The Preservation and Repair of Historic Stucco
- 23: Preserving Historic Ornamental Plaster
- 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
- 25: The Preservation of Historic Signs
- 26: The Preservation and Repair of Historic Log Buildings
- 27: The Maintenance and Repair of Architectural Cast Iron
- 28: Painting Historic Interiors
- 29: The Repair, Replacement, and Maintenance of Historic Slate Roofs
- 30: The Preservation and Repair of Historic Clay Tile Roofs
- 31: Mothballing Historic Buildings
- 32: Making Historic Properties Accessible

- 33: The Preservation and Repair of Historic Stained and Leaded Glass
- 34: Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
- 35: Understanding Old Buildings: The Process of Architectural Investigation
- 36: Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
- 37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
- 38: Removing Graffiti from Historic Masonry
- 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings
- 40: Preserving Historic Ceramic Tile Floors
- 41: The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
- 42: The Maintenance, Repair and Replacement of Historic Cast Stone
- 43: The Preparation and Use of Historic Structure Reports
- 44: The Use of Awnings on Historic Buildings: Repair, Replacement and New Design

Contact Information

Heritage Preservation Services
 National Park Service
 1849 C Street, NW (2255)
 Washington, DC 20240
 Phone: 202-513-7270
 Email: NPS_HPS-info@nps.gov
 Web site:
<http://www.cr.nps.gov/hps/tps/briefs/presbhom.htm>



C. FINDING & WORKING WITH CONTRACTORS

Finding the right contractor can be key when it comes to working on a historic or older building. There are many skilled craftspeople out there but the big question is: how do I find them?

Before you begin talking with any contractor or craftsperson, be sure you can adequately and clearly describe what you would like accomplished. Your first step should be to do research on the topic to ensure you can speak the language. As mentioned above, the National Park Service has published a series of *Preservation Briefs* on the "big issues." Both *Old House Journal* and *This Old House* have Web sites that contain articles and comments on a wide variety of topics. You can also check the public library and bookstores; there have been a number of books published that serve as guides for restoration.

Once you can talk the talk, it is time to find a contractor. The following is a list of tips for identifying a professional:

1. Ask your neighbors or a property owner that have recently completed a similar project. This will not only give you a name, but also give the other person a chance to describe the experience. Learning from other's mistakes or good fortune can save you time and money.
2. Contact local preservation professionals including architects, engineers, or consultants. Because these individuals work in this field daily, they may have names of contacts or advice that will help in your project.
3. Ask the local hardware and lumber yard. Small, locally-owned businesses will usually know the "who's who" of different types of work.
4. Research national, regional or local membership organizations or associations such as guilds, tradesmen groups, etc. This shows that a contractor has taken the initiative to stay active in the field, keeping up with educational opportunities and information regarding new products or techniques in their area of expertise.
5. Contact Preservation North Carolina and review their contractor and consultants list.

Preservation North Carolina
220 Fayetteville Street Mall, Suite 300
P.O. Box 27644
Raleigh, NC 27611-7644
Phone: 919-832-3652
Fax: 919-832-1651
Email: info@presnc.org
Web site: <http://www.presnc.org/>



Northwest Regional Office
1111 Sprague Street
P.O. Box 12338
Winston-Salem, NC 27117
Phone: 336-788-0765
Fax: 336-788-4772

Once you have located a name or list of names, ask the contractor for a list of references for similar types of projects and contact these references. This will not only give you a chance to see first hand the quality of work, but it will give you the opportunity to talk with someone who has dealt with the individual or company first-hand.

Cost is always an important factor. Make sure you obtain estimates from each contractor. An estimate should only be given after visiting the site and discussing the details of the project in person. Remember communication is key in getting the work accomplished that is desired. A contractor should always expect the unexpected and explain what additional costs may be incurred if unforeseen conditions exist. Try to allot an extra 10-20% of the estimated cost to cover such unanticipated expenses.

Be wary of a "door-to-door" sales pitch. Usually a contractor of any worth will not need to solicit work in such a way. Try to work with local or at least regional contractors so that unwanted delays or even worse situations do not happen. However, it may be necessary to search beyond the local area if a skilled craftsman in a specific area of expertise is needed.

Once a contractor is selected be sure to get a written contract. The details of the project should be clearly and explicitly stated including materials needed, approximate start and completion dates, and cost estimate (preferably with a "not to exceed" limit). Warranties should also be included in the contract, along with the names and contact information for any subcontractors that will be used.

Restoration or rehabilitation projects can seem overwhelming, but by taking the appropriate steps to prepare for and to work with a good contractor, the process can be rather painless and the results glorious!

A. Maintenance Schedule

Property: _____ Date Inspected: _____

ITEM/SYSTEM	✓	MAINTENANCE CHECK	COMMENTS
I. CYCLICAL MAINTENANCE			
A. ROOF			
1. Roof Material			
- Asphalt Shingle		Replace shingles every 20-40 years, depending on manufacturer recommendation. Date of last replacement: _____ Repaint every 4-5 years, refer to the manufacturer recommendation.	
- Metal		Date of last painting or coating: _____ Recommended to have a professional roofer inspect the condition of the slate every 5-7 years. The average life of a slate roof is 50-175 years.	
- Slate		Date of last inspection: _____ Recommended to have a professional roofer with knowledge of clay tile inspect the condition of the clay tiles every ten years. The average life of a clay tile roof is 100 or more years.	
- Clay Tile		Date of last inspection: _____ Replace shingles or shakes as needed. The average life of a wooden shingle roof is 15 years, a wooden shake roof is 30.	
- Wooden Shingle or Shake		Date of last inspection: _____	

* Consult a licensed specialist if any condition is serious.

A. Maintenance Schedule

Property: _____ Date Inspected: _____

2. Chimney		Clean flue every 3-5 years by a professional service.
- Flue		Date of last cleaning: _____
B. WALL MATERIALS		
1. Wood		
- Finish and Paint Deterioration		Repaint every 8-10 years, refer to the manufacturer recommendation.
		Date of last repainting: _____
C. WINDOW AND DOOR OPENINGS		
1. Putty		Putty can last from 5-30 years, reputty as needed.
2. Finish or Paint Deterioration		Repaint every 5-8 years.
		Date of last repainting: _____

* Consult a licensed specialist if any condition is serious.

A. Maintenance Schedule

Property: _____ Date Inspected: _____

II. ANNUAL MAINTENANCE		These inspections should be conducted annually, or before using after a period of disuse.	
A. FOUNDATION			
- Water Penetration	<i>Interior</i>	Inspect for puddling water on the basement or cellar floor.	
		Inspect for weep spots in the foundation walls after a heavy rain or rivulets at the height of a downpour.	
		Inspect water stains or mineral deposits on the foundation walls.	
	<i>Exterior</i>	Inspect for dampness of the walls and/or sunken areas.	
		Check for small tunnels that form where the surface water seeps through the foundation.	
		Inspect window wells – water should not pond against the foundation.	
		Check for failed materials which will let in water, insect, and animals.	
- Proper Drainage	<i>Interior</i>	Inspect for water penetration.	
		Inspect for standing water in the basement or cellar throughout the year.	
	<i>Exterior</i>	Inspect for water penetration.	
		Inspect for bulged, cracked, settled, or caved-in sections of the foundation wall.	
- Infestation		Inspect for common subterranean termites.	

* Consult a licensed specialist if any condition is serious.

A. Maintenance Schedule

Property: _____ Date Inspected: _____

	Check for the existence of earthen tubes that insects build from the soil up the foundation walls to edible wood.	
	Inspect for large black ants entering and leaving their tunnels and deposits of coarse sawdust.	
	Check the exterior for piles of fine powdery sawdust and wood peppered by tiny holes.	
- Settlement Cracks	Check the exposed portion of the foundation wall on the exterior for:	
	- Cracks, bowing inward or outward from the line of the building.	
	- Obvious gaps, loose stones, or bricks, and open joints.	
- Deterioration of Materials	<i>Interior</i> Inspect for collapsed crumbled sections of the sills and/or beams.	
	Check for soft dark streaks that indicate the initial stages of dry rot, or for advanced cases of dry rot, a crumbly reddish charcoal residue.	
	The areas most prone to rot are sills under thresholds, sections of the wall behind steps, and any place where water or snow can sit.	
	<i>Exterior</i>	
	Check for decaying siding.	
	Inspect for cracked or spalling masonry, missing bricks or stones, crumbling mortar, and/or open joints where mortar is missing.	
B. ROOF		
1. Chimney		
- Deterioration of Materials	Check the mortar (Repointing required if more than 1/4 inch of mortar is missing).	

* Consult a licensed specialist if any condition is serious.

A. Maintenance Schedule

Property: _____ Date Inspected: _____

	Check for cracks (seal immediately).	
	Check the flashing.	
	Check for leaks.	
	Check for leaning.	
- Flue	Check for debris, obstructions, or excessive build-up.	
	Check interior mortar joints.	
- Roof Projections	Check for proper flashing around any projection.	
	Check for any loose or wobbling projections.	
C. CORNICE	Check for moisture issues causing paint to peel, especially at the underside.	
	Inspect for broken or missing cornice pieces.	
	Inspect for cracks or other damage.	
D. WALL MATERIALS		
- Limestone	Inspect for stains, wet spots, spalling, cracking, bulges, and flaking.	
- Masonry	Check for mortar erosion and deterioration.	
	Inspect for cracks, shifts, and bulges in the walls.	
	Check for efflorescence or recrystallization of soluble salts from within the masonry or the surface of the masonry (Severe and recurrent efflorescence indicates a moisture problem).	
	Inspect masonry for staining and biological growth (Green moss and algae indicate harmful moisture levels).	
	Inspect for vines clinging to masonry.	
- Wood	Inspect for fungal decay or rot.	
	Check for termites or other signs of insect attack (such as piles of sawdust along the foundation).	
	Inspect for loose and open joints between wood elements which leave the wood exposed to the elements.	

* Consult a licensed specialist if any condition is serious.

A. Maintenance Schedule

Property: _____ Date Inspected: _____

- Finish or Paint Deterioration	Check for excessive paint buildup, surface cracking, alligatoring, blistering, peeling, mildew growth, soiling, and staining.
- Stucco/Plaster	Inspect for cracks, staining, loose stucco, soft spots, blisters or bulges, and failing stucco.
E. WINDOW AND DOOR OPENINGS	
- Putty	Inspect for cracking and flaking (Putty can last 5-30 years).
F. PROJECTIONS – PORCHES	
- Floor	Check for water damage – crawl underneath porch (dark spots can indicate water damage). Inspect for warped boards (They should rest directly on the floor joists of the substructure, shrinkage over time causes the wood to separate).
- Steps	Inspect for uneven stair treads (maybe caused by settling). Inspect for water and insect damage.
- Railing	Inspect for water and insect damage.
- Columns	Inspect for loose or damaged handrails. Inspect for water and insect damage.
- Ceiling	Inspect for cracks and peeling paint. Inspect for water damage. Inspect for peeling paint.
- Finish or Paint Deterioration	Inspect for excess moisture. Inspect for peeling or cracking paint.
- Settlement	Inspect every porch member for leaning, pulling, and stretching.

* Consult a licensed specialist if any condition is serious.

A. Maintenance Schedule

Property: _____

Date Inspected: _____

G. DECORATIVE ELEMENTS		
- Cast Iron		Inspect for rust, deterioration, corrosion, and loose or missing members.
- Stone/Terra Cotta		Inspect for loose, eroded, spalled, and stained tiles.
- Wood		Inspect for rot, moisture, cracks, missing and loose members.

* Consult a licensed specialist if any condition is serious.

A. Maintenance Schedule

Property: _____ Date Inspected: _____

<p>- Wooden Shingle or Shake</p>	<p>Check for biological elements or attacks such as moss, mold, insects, or birds. Check and replace any cupping or warping wood. Inspect the level of wear, a uniform level is desirable and replace once all become too thin. Inspect for deep cracks or splits. Inspect for cracks or tears.</p>	
<p>- Roll Roofing</p>	<p>Check for worn areas or areas with loose mineral granules. Check for exposed seams or cracking of roofing cement.</p>	
<p>2. Gutters and Downspouts</p>	<p>Clear all debris from gutters and downspouts. Use a plumber's snake to clear the downspouts. Check the extensions and splash blocks to ensure that they are directing water away from the structure. Check for rust, open seams, and tilting. Flush out with a hose to ensure that the gutters are draining properly.</p>	
<p>3. Flashing</p>	<p>Check the roof valleys and around any roof projections. Check for loose, broken or corroded flashing. Check for cracked caulk and roof cement.</p>	
<p>4. Soffits</p>	<p>Check for peeling paint that would indicate a moisture problem. Check the condition of the wood.</p>	
<p>B. WINDOW AND DOOR OPENINGS</p>		
<p>- Windows</p>	<p>Inspect all windows. This includes checking all the head jambs for moisture penetration at the sills, in the joints, weatherstripping, and behind the putty.</p>	
<p>- Doors</p>	<p>Inspect all doors. This includes checking the wood panels, any windows, weatherstripping, and the hardware.</p>	

* Consult a licensed specialist if any condition is serious.

A. Maintenance Schedule

Property: _____ Date Inspected: _____

- Wood	Check for cracking, rotting, holes and insect infestation. If deteriorated, the material should be repaired or replaced in kind and painted.
- Damaged Screens	Inspect and fix immediately.
- Broken Glass	Inspect and fix immediately.
- Weatherstripping and Caulking	Inspect where the window frame meets the wall – there should be no gaps. Caulk when necessary. Ensure that the window fits snugly in place, allowing no air into the structure.
- Putty	Inspect for cracks, chips, and missing sections where moisture could penetrate. If deteriorated, remove and replace.
- Finish or Paint Deterioration	Inspect for blistering, cracking, flaking, and peeling which may be an indication of a moisture problem. Touch-up if necessary.
- Hardware	Check to see that all parts are functioning. Fix when necessary.

What do to when you have a severe problem?

- Keep this, so you have a written record of the condition of the building and whether something is getting worse, staying the same, etc.
- Research your problem, talk to at least three experts or knowledgeable sources
- If you live in a historic district/area, ask your neighbors if and how they handled their problems and if they know a good resource for repair, replacement etc.

Note: It is always a good idea to watch for molds, fungus, or insect infestation, especially around any wooden feature.

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9. FAQs

Quick Locator Guide



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Frequently Asked Questions Quick Locator Guide

The following are some of the questions that are often asked about some aspect of historic preservation. Following each question is the location in this Sourcebook where the answer and more detail have been given.

- 1. *What is the National Register of Historic Places?***
 - Sections 4.A.1.b. and 5.A.1.
- 2. *What are investment tax credits?***
 - Sections 4.A.1.c. and 5.A.3.
- 3. *What are the Secretary of the Interior's Standards for Rehabilitation?***
 - Section 5.A.4.
- 4. *What is a local historic district?***
 - Section 3.E.
- 5. *What are design review guidelines and Certificates of Appropriateness?***
 - Section 3.G.
- 6. *What is a local historic landmark?***
 - Section 3.F.1.
- 7. *How do I get my property designated as a local historic landmark?***
 - Section 3.F.2.
- 8. *How do I find someone to work on my house?***
 - Section 8.C.
- 9. *What is the Forsyth County Historic Resources Commission and what does it do?***
 - Sections 3.A and 3.C.
- 10. *Who is the Commission's staff?***
 - Section 3.B.

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10. Contacts



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Contacts

Local

City-County Planning Board
P.O. Box 2511
Winston-Salem, NC 27102
Phone: 336-727-2087
Fax: 336-748-3163
Email: planning@cityofws.org
Web site: <http://www.cityofws.org/planning>
Information: Historic resource staff contacts

City of Winston-Salem Government
101 North Main Street
P.O. Box 2511
Winston-Salem, NC 27102
Web site: <http://www.cityofws.org>
Information: All information pertaining to City of Winston-Salem government

Downtown Winston-Salem Partnership
500 West Fourth Street, Suite 100
Winston-Salem, NC 27101
Phone: 336-354-1500
Fax: 336-772-0746
Email: admin@dwsp.org
Web site: <http://www.dwsp.org>
Information: Downtown development and advocacy

Forsyth County Government
Forsyth County Government Center
201 North Chestnut Street
Winston-Salem, NC 27101
Web site: <http://www.co.forsyth.nc.us>
Information: All information pertaining to Forsyth County government

Forsyth County Historic Resources Commission
P.O. Box 2511
Winston-Salem, NC 27102
Phone: 336-727-2087
Email: planning@cityofws.org
Web site: <http://www.forsythcountyhrc.org>
Information: Historic Resource Commission programs, operations, and forms

Historic Bethabara Park
2147 Bethabara Road
Winston-Salem, NC 27106
Phone: 336-924-8191
Email: info@bethabarakpark.org
Web site: <http://www.bethabarakpark.org>
Information: Visitation and tours, educational and special programs, historic information

North Carolina Room
Forsyth County Public Library
660 West Fifth Street
Winston-Salem, NC 27101
Phone: 336-703-3070
Web site:
<http://www.co.forsyth.nc.us/library/ncroom.aspx>
Information: Primary and secondary sources of information about local history

Town of Kernersville Government
134 E. Mountain Street
P.O. Box 728
Kernersville, NC 27284
Phone: 336-996-3121
Fax: 336-996-4822
Web site: <http://www.toknc.com>
Information: All information pertaining to Town of Kernersville government

Village of Clemmons Government
P.O. Box 1710
Clemmons, NC 27012
Phone: 336-766-7511
Fax: 336-766-7536
Web site: <http://www.clemmons.org>
Information: All information pertaining to Village of Clemmons government

State

Office of State Archaeology
4619 Mail Service Center
Raleigh, NC 27699-4619
Phone: 919-733-7342
Fax: 919-715-2671
Email: archaeology@ncmail.net
Web site: <http://www.arch.dcr.state.nc.us>
Information: Archaeological programs

State Historic Preservation Office
Administration Branch
4617 Mail Service Center
Raleigh, NC 27699-4617
Phone: 919-733-4763
Fax: 919-733-8653
Email: hpo@ncmail.net
Web site: <http://www.hpo.dcr.state.nc.us>
Information: Overall administration, environmental review, grant administration

State Historic Preservation Office
Restoration Branch
4613 Mail Service Center
Raleigh, NC 27699-4613
Phone: 919-733-6547
Fax: 919-715-4801
Email: hpo@ncmail.net
Web site: <http://www.hpo.dcr.state.nc.us>
Information: Technical preservation services, historic preservation tax credits

State Historic Preservation Office
Survey & Planning Branch
4618 Mail Service Center
Raleigh, NC 27699-4618
Phone: 919-733-6545
Fax: 919-715-4801
Email: hpo@ncmail.net
Web site: <http://www.hpo.dcr.state.nc.us>
Information: Statewide historic building surveys, National Register coordination, local support, Certified Local Government coordination

Federal

Advisory Council on Historic Preservation
1100 Pennsylvania Avenue, NW, Suite 809
Old Post Office Building
Washington, DC 20004
Phone: 202-606-8503
Email: achp@achp.gov
Web site: <http://www.achp.gov>
Information: Section 106 environmental review process

Heritage Preservation Services
National Park Service
1849 C Street, NW (2255)
Washington, DC 20240
Phone: 202-513-7270
Email: NPS_HPS-info@nps.gov
Web site: <http://www.cr.nps.gov/hps/tps/briefs/presb-hom.htm>
Information: Preservation Briefs on technical preservation issues and techniques

Heritage Preservation Services
National Park Service
1849 C Street, NW (2255)
Washington, DC 20240
Phone: 202-513-7270
Email: NPS_HPS-info@nps.gov
Web site: http://www.cr.nps.gov/hps/tps/standards_guidelines.htm
Information: Secretary of the Interior's Standards for Rehabilitation

National Historic Landmarks Survey
1849 C Street, NW (Org. 2280)
Washington, DC 20240
Phone: 202-354-2216
Fax: 202-371-2229
Web site: <http://www.cr.nps.gov/nhl/index.htm>
Information: National Historic Landmark program administration and programs

National Park Service Southeast Regional Office
Atlanta Federal Center
1924 Building
100 Alabama Street, SW
Atlanta, Georgia 30303
Phone: 404-562-3117
Fax: 404-562-3202
Information: Regional office serving North Carolina

National Register of Historic Places
National Park Service
1201 Eye Street, NW
8th Floor (MS 2280)
Washington, DC 20005
Phone: 202-354-2213
Email: nr_info@nps.gov
Web site: <http://www.cr.nps.gov/nr>
Information: National Register administration and programs

Preservation Tax Incentives
Technical Preservation Services
National Park Service
1849 C Street, NW (org code 2255)
Washington, DC 20240
Phone: 202-513-7270
Email: nps_hps-info@nps.gov
Web site: <http://www.cr.nps.gov/hps/tps/tax/index.htm>
Information: Federal investment tax credits

Nonprofit Organizations

Ardmore Neighborhood Association
Web site: <http://www.ardmore.ws>
Information: Neighborhood association, advocacy

Historic Reynolda Neighborhood Association
Web site: <http://groups.yahoo.com/group/historicreynoldana>
Information: Neighborhood association, advocacy

Moravian Archives
457 South Church Street
Winston-Salem, NC 27101
Phone: 336-722-1742
Email: MoravianArchives@mcsp.org
Web site: <http://www.moravianarchives.org>
Information: Repository of the Moravian Church, Southern Province records, collections and records dating to 1753

National Trust for Historic Preservation
1785 Massachusetts Avenue, NW
Washington, DC 20036-2117
Phone: 800-944-6847
Web site: <http://www.nthp.org>
Information: Preservation advocacy, leadership, education, funding, publications

Southern Regional Office
National Trust for Historic Preservation
456 King Street
Charleston, SC 29403
Phone: 843-722-8552
Fax: 843-722-8652
Email: soro@nthp.org
Information: Regional office serving North Carolina

Old Salem, Inc.
P.O. Box F, Salem Station
Winston-Salem, NC 27108
Phone: 336-721-7300
Web site: <http://www.oldsalem.org>
Information: visitation and tours, educational and special programs, historic information

Preservation North Carolina
220 Fayetteville Street Mall, Suite 200
P.O. Box 27644
Raleigh, NC 27611-7644
Phone: 919-832-3652
Fax: 919-832-1651
Email: info@presnc.org
Web site: <http://www.presnc.org>
Information: Preservation advocacy, endangered properties program, publications, public education

Northwest Regional Office
Preservation North Carolina
1111 Sprague Street
P.O. Box 12338
Winston-Salem, NC 27117
Phone: 336-788-0765
Fax: 336-788-4772
Information: Regional office serving Forsyth County

Wachovia Historical Society
P.O. Box 20803
Winston-Salem, NC 27120-0803
Web site: <http://www.wachoviatract.org>
Information: Nonprofit organization focusing on the history of the Moravians in the South

Washington Park Neighborhood Association
P.O. Box 10628
Winston-Salem, NC 27108
Web site: <http://www.wpnaws.org>
Information: Neighborhood association, advocacy

Waughtown Preservation and Revitalization Coalition
1836 Flatrock Street
Winston-Salem, NC 27107
Information: Neighborhood coalition, advocacy

West End Neighborhood Association
Web site: <http://www.w-sfrontporch.com>
Information: Neighborhood association, advocacy

West Salem Neighborhood Association
Web site: <http://www.westsalemneighborhood.org>
Information: Neighborhood association, advocacy

11. Appendices



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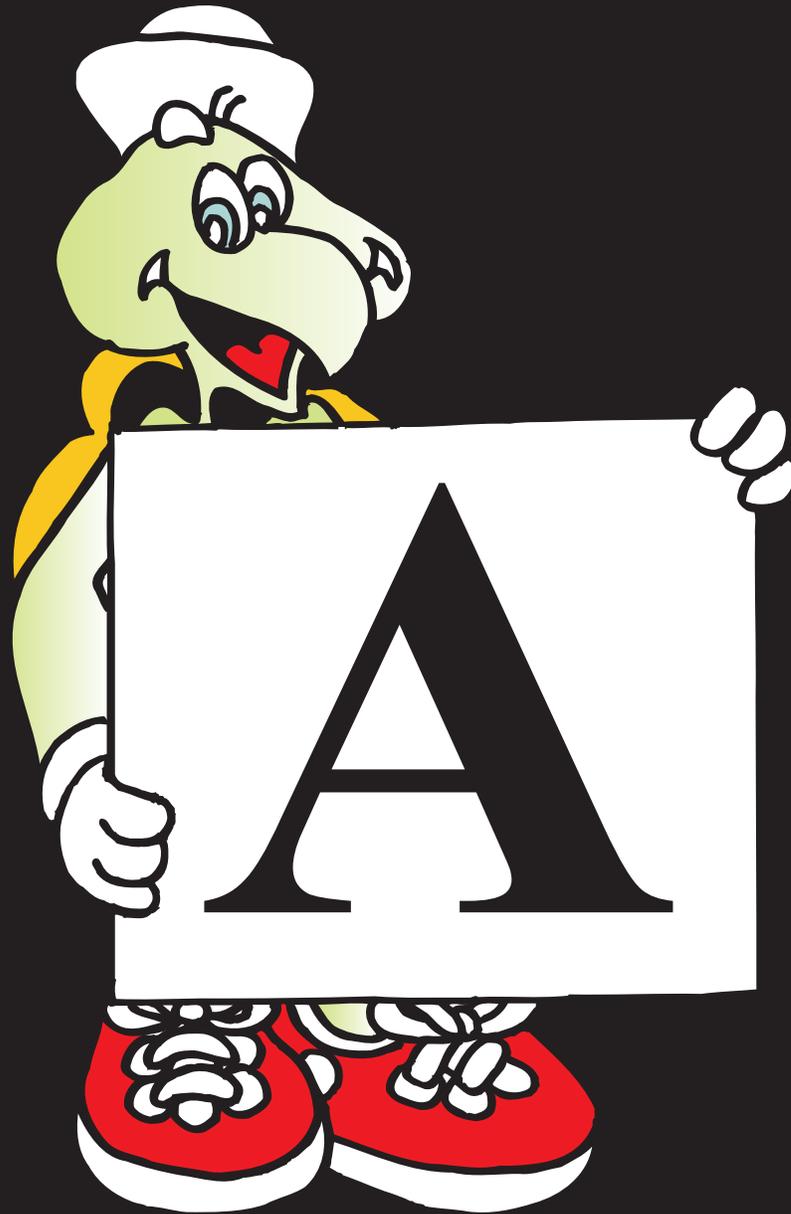


Appendices

- A. Historic Resources Ordinance**
- B. Local Historic District Maps**
- C. List of Local Historic Landmarks**
- D. Local Historic Landmark Application Materials**
- E. Certificate of Appropriateness Brochure**
- F. Certificate of Appropriateness Application Form**
- G. Minor Works Provisions**
- H. North Carolina Historic Preservation Enabling Legislation**
- I. State Tax Credit Application Materials**
- J. National Register Nomination Form**
- K. Federal Tax Credit Application Materials**
- L. City of Winston-Salem Department of Housing & Neighborhood Services
Neighborhood Association/Organization Roster**

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Historic Resources Ordinance



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Chapter B - Zoning Ordinance

Article IV - Historic/Historic Overlay Districts

4-1 CREATION

Pursuant to the authority conferred by the North Carolina General Statutes (NCGS) 160A - 400.1 through 400.14, the Forsyth County Board of Commissioners, the City Council of the City of Winston-Salem the Board of Aldermen of the Town of Kernersville, and the Village Council of Clemmons by concurrent ordinances, do hereby create and establish a joint commission to be known as the Forsyth County Historic Resources Commission (hereinafter the Commission). In establishing the Commission and making appointments to it, the Elected Bodies may seek the advice of State or local historical agencies, societies, or organizations. For purposes of this Article IV, County/City/Town/Village shall refer, respectively, to Forsyth County and the City of Winston-Salem, the Town of Kernersville, and the Village of Clemmons, or jointly, as the context requires.

4-2 PURPOSE

The historic heritage of Forsyth County is among its most valued and important assets. It is the intent of these regulations:

- (A) To safeguard the heritage of Forsyth County by preserving those areas and individual properties therein which reflect elements of its cultural, social, economic, political, or architectural history;
- (B) To stabilize and improve property values of Local Historic Landmarks and within the H and HO Districts;
- (C) To foster civic beauty; and,
- (D) To promote the use and conservation of Forsyth County's historic resources for the education, pleasure, and enrichment of residents of Forsyth County and of the State and nation as a whole.

4-3 FORSYTH COUNTY HISTORIC RESOURCES COMMISSION

The Commission is designated as the historic preservation advisory and quasi-judicial body for Forsyth County. The Commission shall consist of twelve (12) members appointed as follows: five (5) by the Forsyth County Board of Commissioners and five (5) by the Winston-Salem City Council; one (1) by the Kernersville Board of Alderman; and one (1) by the Clemmons Village Council. Commission members shall serve without compensation.

4-3.1 MEMBERSHIP AND ORGANIZATION

(A) Membership

The Commission shall consist of twelve (12) members appointed as follows: five (5) by the Forsyth County Board of Commissioners and five (5) by the Winston-Salem City Council; one (1) by the Kernersville Board of Aldermen; and one (1) by the Clemmons Village Council. In making appointments to the Commission, each Elected Body shall make a reasonable effort to balance the representation of urban and rural interests. All members shall have equal rights, privileges, and duties regardless of whether the matter at issue arises within the jurisdiction of Forsyth County, and the City of Winston-Salem, the Town of Kernersville, or the Village of Clemmons.

(B) Qualifications

All members of the Commission shall reside within Forsyth County. All members of the Commission shall have a demonstrated interest or competence in, or knowledge of, historic preservation; and a majority of members shall have demonstrated special interest, experience, or education in history, architecture, archaeology, or related fields. The Commission shall consist of six (6) at-large members and at least one (1) each of the following categories:

- (1) Architect licensed in the State of North Carolina;
- (2) Architectural historian or historic preservationist;
- (3) Archaeologist, landscape architect/designer, planner, surveyor, or arborist;
- (4) Historic (H) District property owner;
- (5) Historic Overlay (HO) District property owner; or,
- (6) Local Historic Landmark (LHL) property owner.

(C) Appointment of Categorical Members

The six (6) categorical members shall be appointed as follows: The Forsyth County Board of Commissioners shall appoint one (1) architect licensed in the State of North Carolina, one (1) archaeologist, landscape architect/designer, planner, surveyor, or arborist, and one (1) Local Historic Landmark (LHL) property owner; and the Winston-Salem City Council shall appoint one (1) architectural historian or historic preservationist, one (1) Historic (H) District property owner, and one (1) Historic Overlay (HO) District property owner.

(D) Term

The length of the term of each initial appointment shall be as follows:

Forsyth County, At-Large #1	1 year
Forsyth County, At-Large #2.....	3 years
Architect Licensed in North Carolina	3 years
Archaeologist, Landscape Architect/Designer, Planner, Surveyor, or Arborist	1 year
Local Historic Landmark (LHL) Property Owner	2 years
Winston-Salem, At-Large #1	1 year
Winston-Salem, At-Large #2.....	3 years
Architectural Historian or Historic Preservationist.....	4 years
Historic (H) District Property Owner	2 years
Historic Overlay (HO) District Property Owner.....	2 years
Kernersville, At-Large	4 years
Clemmons, At-Large.....	4 years

In making initial appointments to the Commission, each Elected Body shall give special preference to the outgoing members of the Forsyth County Joint Historic Properties Commission and the Winston-Salem Historic District Commission in order to provide continuity to the work of the Commission.

The regular term of office for Commission members shall be four (4) years. Unless a jurisdiction's code of ordinances provides otherwise, a member may be reappointed for a second consecutive term, but, thereafter, a member shall be ineligible for reappointment until one (1) year has elapsed from the member's termination of service. Members shall continue in office until a successor has been appointed and qualified.

(E) Members for Newly Established Historic (H) or Historic Overlay (HO) Districts

Notwithstanding any provisions of Section B.4-3.1 to the contrary, if a new Historic (H) or Historic Overlay (HO) district is established by an Elected Body, the membership of the Commission shall be increased by one (1) for each such new district for a period of two (2) years. Such new member shall be appointed for a term of two (2) years by the Elected Body in whose jurisdiction such new district has been established and shall be an owner of real property located within such new district.

(F) Compensation

Members shall serve without compensation.

(G) Meetings

The Commission shall establish a meeting time, and shall meet at least monthly, unless there is not sufficient business to warrant a meeting. All meetings of the Commission shall be open to the public and subject to the North Carolina Open Meetings Law.

(H) Rules of Procedure

The Commission shall adopt and publish Rules of Procedure for the conduct of its business.

- (I) **Annual Report**
An annual report shall be prepared and submitted by December of each year to the Elected Bodies. Such report shall include a comprehensive and detailed review of the activities and actions of the Commission, as well as any budget requests and/or recommendations.
- (J) **Meeting Minutes**
The Commission shall keep permanent minutes of its meetings. The minutes shall record attendance of its members, its resolutions, findings, recommendations, and other actions. The minutes of the Commission shall be a public record.

4-3.2 COMMISSION POWERS

- (A) **General Responsibilities of the Historic Resources Commission**
The Commission shall act to promote, enhance, and preserve the character and heritage of Forsyth County.
- (B) **Specific Authority and Powers**
The Commission shall have all powers of an historic preservation commission as provided in Part 3C of Article 19 of Chapter 160A of the NCGS including the following duties and responsibilities:
 - (1) To undertake inventories of properties of historical, archaeological, architectural, and/or cultural significance;
 - (2) To recommend to the Elected Bodies that individual properties be designated as Local Historic Landmarks (LHL) and/or that areas be designated as Historic (H) or Historic Overlay (HO) Districts;
 - (3) To recommend that the Elected Bodies revoke historic landmark and/or district designations, in whole or part, for cause;
 - (4) To review and act on proposals for exterior alteration, relocation, new construction, or demolition of, or within, designated historic landmarks or districts in accordance with 160A-400.9;
 - (5) To review and act on proposals for alteration of interior features of designated historic landmarks if such features are specified in the designation ordinance;
 - (6) To delay the relocation, demolition, or destruction of a designated landmark, or a building, structure, or site located within a designated historic district for not more than three hundred sixty-five (365) calendar days from the date of approval.
 - (7) To negotiate with property owners who have received a Certificate of Appropriateness to demolish or relocate designated historic landmarks and/or properties within designated historic districts, in an effort to find a means of preserving the properties;
 - (8) To delay demolition or destruction of buildings, sites, or structures proposed for historic landmark designation or located in areas proposed for historic district designation, for which the Commission has voted to recommend designation, for

up to one hundred eighty (180) days, or until the Elected Bodies take final action on the recommendation, whichever occurs first;

- (9) To report violations of the law to the appropriate Inspections Division of the County/City/Town/Village responsible for enforcement, and/or institute action to prevent, restrain, correct, or abate violations of this Article;
- (10) To organize itself and conduct its business by whatever legal means it deems proper;
- (11) To appoint advisory bodies or committees, as appropriate;
- (12) To receive and spend funds appropriated by the Elected Bodies for operation and performance of the Commission's duties;
- (13) To accept funds granted to the Commission from private or nonprofit organizations or individuals;
- (14) To contract for services or funds from the State of North Carolina and agencies or departments of the United States government;
- (15) To obtain the services of private consultants in order to perform the Commission's official duties;
- (16) To negotiate with property owners for acquisition or protection of historic properties;
- (17) To acquire under Commission ownership, manage, and dispose of properties designated as historic landmarks or within designated historic districts, pursuant to NCGS 160A-400.8(3);
- (18) To enter private lands to examine or survey them, at reasonable times and with the consent of the owner or occupant, in order to perform the Commission's official duties;
- (19) To give advice to property owners concerning treatment of the historic and related visual characteristics of their properties;
- (20) To conduct educational programs on historic resources within Forsyth County;
- (21) To publish information about, or otherwise inform the public and/or owners of designated historic landmarks or property within designated historic districts of any matters pertinent to the Commission's duties, organization, procedures, responsibilities, functions, or requirements;
- (22) To undertake programs of information, research, or analysis relating to any matters under the Commission's purview;
- (23) To recommend to the Elected Bodies and the State of North Carolina buildings, structures, sites, objects, or districts worthy of national, State, or local recognition;

- (24) To cooperate with State and federal governments on matters related to historic preservation;
- (25) To cooperate with local governmental boards, commissions, or agencies or other governmental units; and, to offer or request assistance, aid, guidance, or advice concerning matters under its purview or of mutual interest;
- (26) To prepare and recommend adoption of a preservation element as part of a comprehensive plan for the County/City/Town/Village;
- (27) To propose to the Elected Bodies changes to this or any related ordinance, and to propose new ordinances or laws relating to designated historic landmarks or districts, or relating to the total program for the development of the historic resources of Forsyth County; and,
- (28) To exercise such other powers and perform such other duties as are required elsewhere by this Ordinance, State law, or by the Elected Bodies.

4-4 LOCAL HISTORIC LANDMARK (LHL) DESIGNATION

4-4.1 DESIGNATION APPLICATION

A property owner, or other interested party, may request that a property be designated as a Local Historic Landmark (LHL) by application to the Commission. Requests for designation shall be made on forms provided by the Commission. An application fee may be required by the Commission for processing of the application.

4-4.2 DESIGNATION CRITERIA

The Commission shall adopt local criteria by which properties may be considered for designation as historic landmarks.

4-4.3 DESIGNATION PROCEDURES

No ordinance designating an historic landmark nor any amendment thereto may be adopted, nor may any designated historic landmark be accepted or acquired by the Commission until the following procedural steps have been taken:

- (A) The Commission shall adopt Rules of Procedure.
- (B) The Commission shall prepare and adopt principles and design review guidelines for altering, restoring, moving, or demolishing properties designated as historic landmarks.
- (C) In accordance with NCGS 160A-400.6(2), the Commission shall make or cause to be made an investigation and report on the archaeological, historical, architectural, educational, or cultural significance of each building, structure, site, area, or object proposed for designation or acquisition. The investigation and report shall be forwarded to the Division of Archives and History, North Carolina Department of Cultural Resources.
- (D) In accordance with NCGS 160A-400.6(3), the North Carolina Department of Cultural Resources shall be given the opportunity to review and comment upon the substance and effect of the designation of any historic landmark. Any comments shall be provided in writing. If the Department of Cultural Resources does not submit its comments within thirty (30) days following receipt by the Department of the investigation and report, the Commission and the Elected Body are relieved of any responsibility to consider such comments.
- (E) The Commission shall hold a public hearing on the proposed designation ordinance. It shall recommend to the Elected Body, as appropriate, approval of designation or denial of designation of the proposed historic landmark.
- (F) The Elected Body, as appropriate, shall hold a public hearing on the proposed designation ordinance. Following the public hearing, the Elected Body may adopt the designation ordinance as proposed, adopt the designation ordinance with any amendments it deems necessary, or reject the proposal.

- (G) Upon adoption of the designation ordinance, the following provisions shall apply:
- (1) The owners and occupants of each designated historic landmark shall be given written notification of such designation by Commission staff, insofar as reasonable diligence permits.
 - (2) One (1) copy of the ordinance and each amendment thereto shall be filed by the Commission staff in the office of the Register of Deeds of Forsyth County. Each historic landmark designated in the ordinance shall be indexed according to the name of the owner of the property in the grantee and grantor indexes in the Register of Deeds office.
 - (3) One (1) copy of the ordinance and each amendment thereto shall be given to the appropriate Inspections Division.
 - (4) One (1) copy of the ordinance and each amendment thereto shall be kept on file in the office of the appropriate County/City/Town/Village Clerk, and made available for public inspection at any reasonable time.
 - (5) The fact that a building, structure, site, area or object has been designated as an historic landmark shall be clearly indicated on all tax maps maintained by Forsyth County for such period as the designation remains in effect.
 - (6) The Commission shall give notice of the adoption of a designation ordinance and any amendment thereof to the Forsyth County Tax Supervisor. The designation and any recorded restriction upon the property limiting its use for preservation purposes shall be considered by the Tax Supervisor in appraising the property for tax purposes.

4-4.4 LHL REGULATIONS

- (A) **Permitted Uses**
All uses permitted in the existing residential and nonresidential zoning district, whether by right or as a special use, shall be permitted for each LHL according to the procedures established for such uses.
- (B) **Dimensional Requirements**
- (1) **Requirements.** All buildings and structures designated as a LHL shall comply with the dimensional requirements established in the design review guidelines adopted for each separate LHL. Design review guidelines are addressed in Section B.4-7.5
 - (2) **Exceptions to Dimensional Requirements Due to Authentic Restoration of Reconstruction.** In the event that the Commission finds that an application for a building permit covers activity constituting an authentic restoration or reconstruction in the same location as the original location and in the original conformation of the structure of historic and/or architectural significance to LHL, said building or structure may be restored or reconstructed without compliance with dimensional requirements of Section B.3-1.

Any items restored, reconstructed or maintained over, on, or within public sidewalks, public alley areas, or other such public way shall be the responsibility of the owner. The owner's restoration, reconstruction, or maintenance of any such item shall constitute the owner's agreement to protect and hold the County/City/Town/Village blameless against any and all liability, cost, damage, or expense suffered or sustained by the County/City/Town/Village as a result of or growing out of the restoration, reconstruction, or maintenance. Such items so approved, may be lawfully restored, reconstructed, or maintained. Any such item projecting over the street or alley shall be, at its lowest point, twelve (12) feet above the travel way unless located in the H District. If located in an H District see Section B.4-6.1(C)(2). The provisions of this subsection shall prevail over inconsistent or conflicting provisions of this Ordinance.

(C) Nonconforming Structures and Improvements

Any LHL existing prior to December 31, 1994 shall be exempt from the current dimensional requirements in Section B.3-1 and Section B.3-3 which includes off street parking requirements. Such exemptions shall be based upon the structure's use at that time, which includes the number of permitted parking spaces for the site and use. In no instance shall the structure's use be allowed to convert to a more intense use as per the parking requirements of Section B.3-3 without first meeting the additional parking needs of the new use.

4-5 HISTORIC DISTRICTS -- ESTABLISHMENT AND AMENDMENT

The following Historic Districts are hereby established.

4-5.1 H HISTORIC DISTRICT

(A) The H District is established as a separate use district. The purpose of the H District is to:

- (1)** Safeguard the heritage of the community by preserving those areas that embody important elements of the community's culture, history, architectural history, or archaeology; and,
- (2)** Promote the use and conservation of such areas for the education, pleasure, and enrichment of the residents of Forsyth County and the State.

(B) The boundaries of the H Districts are shown on the Official Zoning Maps.

4-5.2 HO HISTORIC OVERLAY DISTRICT

(A) The HO District is established as a district which overlays existing zoning districts in designated historic areas. The purpose of the HO District is to:

- (1)** Safeguard the heritage of the community by preserving those areas that embody important elements of the community's culture, history, architectural history, or archaeology; and,

- (2) Promote the use and conservation of such areas for the education, pleasure, and enrichment of the residents of Forsyth County and the State.

(B) The boundaries of the HO Districts are shown on the Official Zoning Maps.

4-5.3 ESTABLISHMENT AND AMENDMENT PROCEDURE

(A) **Establishment**

The Elected Bodies may designate one or more geographic areas as an H or HO District. The following shall be the procedure for establishing H or HO Districts:

- (1) Requests for establishment of H or HO Districts may be made in any one of the following methods:

- (a) By the Elected Bodies of Forsyth County;
- (b) By property owners within an affected area;
- (c) By a neighborhood group, association, or coalition;
- (d) At the initiative of the Commission.

- (2) All requests shall first be presented to the Commission. The Commission shall conduct a preliminary consideration of the request to determine the eligibility of the general area proposed to become an H or HO District.

- (3) If the Commission determines by vote that said general area is ineligible to become an H or HO District, the Commission shall report such determination to the appropriate Elected Body. The Elected Body may accept the determination of the Commission, or it may direct the Commission to proceed in accordance with this Article as if the Commission's determination had been that said general area was eligible to become an H or HO District.

- (4) If the Commission determines by vote that said general area is eligible to become an H or HO District, it shall notify property owners within said general area, through first class mail, that establishment of a designated historic district has been proposed and that the formation of a task force to prepare a detailed study for such establishment will be considered by the Commission at a specified date and time.

- (5) The Commission may appoint a task force to develop design review guidelines and boundaries for said general area. The task force shall be composed primarily of individuals representing various interests in said general area.

- (6) After developing design review guidelines and boundaries, the task force shall report to the Commission.

- (7) The Commission shall review the design review guidelines and boundaries and shall then vote on whether to accept the task force report.

- (8) Once the task force report has been accepted, the Commission shall schedule at least two (2) public informational meetings about the proposed district. Property owners within the proposed boundary area shall be notified of the public informational meetings through first class mail and through notice in a newspaper having general circulation in the area.
- (9) The Commission shall hold the public informational meetings and receive questions and comments.
- (10) The Commission shall consider revisions to the proposed design review guidelines and boundaries, as necessary, and prepare final proposed design review guidelines and boundaries.
- (11) The Commission shall prepare and submit a report to the Director of Planning and the North Carolina Department of Cultural Resources. The report shall include, but not be limited to, the following information:
 - (a) A boundary description of the area;
 - (b) A map at a scale of not less than one inch represents two hundred (200) feet (1" equals 200'), showing the boundaries of the proposed area; and,
 - (c) A description of the significance of the area, including its buildings, structures, features, sites, or surroundings.
- (12) The North Carolina Department of Cultural Resources shall submit an analysis of, and recommendations concerning, the report described in Section B.4-5.3(A)(11) to the Elected Body. Failure of the North Carolina Department of Cultural Resources to submit written analysis and recommendations to the Elected Body within thirty (30) calendar days after a written request for such analysis has been received by the Department of Cultural Resources shall relieve the County/City/Town/Village of any responsibility for awaiting such analysis, and the Elected Body may at any time thereafter take any necessary action to adopt or amend its zoning ordinance.
- (13) Once all the previous procedural steps have been met, an application for rezoning the said general area to an H or HO District shall be accepted. The County/City/Town/Village shall proceed in the same manner as would otherwise be required for a change in the Zoning Ordinance and the request shall be processed according to the procedures set forth in Section B.6-2. In addition, the design review guidelines for the proposed district shall be made available to the Elected Body for its review and comment.
- (14) Sections B.4-5.3(A)(1)-(9) shall not apply to a rezoning petition for a proposed H or HO District for which a task force has been previously appointed to study said general area and has submitted a report to the Commission.

(B) Amendment

The following shall be required to amend, supplement, change, modify, or repeal any district boundaries of the H or HO Districts.

- (1) The Commission shall prepare and submit a report to the Director of Planning and the North Carolina Department of Cultural Resources. The report shall include, but not be limited to, the following information:
 - (a) A boundary description of the area;
 - (b) A map at a scale of not less than one inch represents two hundred (200) feet (1" equals 200'), showing the boundaries of the proposed area; and,
 - (c) A description of the significance of the area, including its buildings, structures, features, sites, or surroundings.
- (2) The North Carolina Department of Cultural Resources shall include an analysis of and recommendations concerning the report described in Section 4-5.3(B)(1) to the Elected Body. Failure of the North Carolina Department of Cultural Resources to submit written analysis and recommendations to the Elected Body within thirty (30) calendar days after a written request for such analysis has been received by the Department of Cultural Resources shall relieve the County/City/Town/Village of any responsibility for awaiting such analysis, and the Elected Body may at any time thereafter take any necessary action to adopt or amend its zoning ordinance.
- (3) Once all the previous procedural steps have been met, an application to amend, supplement, change, modify, or repeal any district boundaries of the H or HO Districts shall be accepted. The County/City/Town/Village shall proceed in the same manner as would otherwise be required for a change in the Zoning Ordinance and the request shall be processed according to the procedures set forth in Section B.6-2.

4-6 H AND HO DISTRICT USES AND DIMENSIONAL REQUIREMENTS

4-6.1 H DISTRICT REGULATIONS

(A) Permitted Uses

In H Districts, the following principal and accessory uses are permitted:

- (1) Any use found by the Commission to have existed on the particular property in or prior to 1856 in the Old Salem Historic District, and in or prior to 1832 in the Bethabara Historic District;
- (2) Any single family residential use which is allowed without a special use permit from the Board of Adjustment;
- (3) A religious institution, college or university, or operation of an historic preservation organization with purposes related to the district; and,
- (4) Uses normally accessory to the principal uses permitted in above.

(B) Nonconforming Uses

Prior to its acting upon an application for a special use permit pursuant to Section B.6-2 of the Zoning Ordinance to expand or convert a nonconforming use in the H Districts, the Board of Adjustment shall first receive the recommendation of the Commission with respect to such application.

(C) Dimensional Requirements for New Construction

(1) Requirements. All buildings and structures in the H Districts shall comply with the following yard and height provisions:

(a) **Front Yard.** No building or part of a building, other than steps, open porches, overhanging eaves, and cornices, shall extend nearer to a front street line than the average distance of the setbacks of the principal buildings on the same block and on the same side of the street within one hundred (100) feet from the zoning lot in either direction. Provided, however, that in no case shall the front setback be less than eight (8) feet, and no building shall be required to set back more than forty (40) feet from the front street line.

(b) **Side Yards.** There shall be a side yard of not less than seven (7) feet on each side of the principal building. This restriction shall not apply to accessory buildings.

(c) **Rear Yard.** There shall be a rear yard with a depth of not less than thirty-five (35) feet. When a building extends through from street to street, the front yard restrictions shall be observed on both streets.

(d) **Height.** No building shall exceed a height of thirty-five (35) feet.

(2) Exceptions to Dimensional Requirements Due to Authentic Restoration and Reconstruction. In the event that the Commission finds that an application for a building permit covers activity constituting an authentic restoration or reconstruction of a building or structure that existed at the same location in or prior to 1856 in the Old Salem Historic District or in or prior to 1832 in the Bethabara Historic District, said building or structure may be restored or reconstructed without compliance with dimensional requirements in Section B.3-1.

Any items restored, reconstructed, or maintained over, on, or within public sidewalks, public alley areas, or other such public way shall be the responsibility of the owner. The owner's restoration, reconstruction, or maintenance of any such item shall constitute the owner's agreement to protect and hold the County/City/Town/Village blameless against any and all liability, cost, damage, or expense suffered or sustained by the County/City/Town/Village as a result of or growing out of the restoration, reconstruction, or maintenance. Such items, so approved, may be lawfully restored, reconstructed, or maintained. Any such item projecting over the street or alley shall be, at its lowest point, seven (7) feet above the travel way. The provisions of this subsection shall prevail over inconsistent or conflicting provisions of this Ordinance.

(D) Nonconforming Structures and Improvements

In the H Districts, any habitable structure existing prior to December 31, 1994 shall be exempt from the current dimensional requirements in Section B.3-1 and Section B.3-3, which includes off-street parking requirements. Such exemptions shall be based upon the structure's use as of December 31, 1994, which includes the number of required parking spaces for the site and use. In no instance shall the structure's use be allowed to convert to a more intense use as per the parking requirements of Section B.3-3 without first meeting the additional parking needs of the new use.

4-6.2 HO DISTRICT REGULATIONS

(A) Permitted Uses

The HO District is established as a district which overlays existing residential and nonresidential zoning districts in certain areas with historic resources. All uses permitted in these residential and nonresidential districts, whether by right or as a special use, shall be permitted in the HO District according to the procedures established for such uses.

(B) Dimensional Requirements

(1) Requirements. All buildings and structures in the HO Districts shall comply with the dimensional requirements established in the design review guidelines adopted for each separate HO District. Design review guidelines are addressed in Section B.4-7.5.

(2) Exceptions to Dimensional Requirements Due to Authentic Restoration or Reconstruction. In the event that the Commission finds that an application for a building permit covers activity constituting an authentic restoration or reconstruction in the same location as the original location and in the original conformation of the structure of historic and/or architectural significance to the HO District, said building or structure may be restored or reconstructed without compliance with dimensional requirements in Section B.3-1.

Any items restored, reconstructed, or maintained over, on, or within public sidewalks, public alley areas, or other such public way shall be the responsibility of the owner. The owner's restoration, reconstruction, or maintenance of any such item shall constitute the owner's agreement to protect and hold the County/City/Town/Village blameless against any and all liability, cost, damage, or expense suffered or sustained by the County/City/Town/Village as a result of or growing out of the restoration, reconstruction, or maintenance. Such items, so approved, may be lawfully restored, reconstructed, or maintained. Any such item projecting over the street or alley shall be, at its lowest point, twelve (12) feet above the travel way. The provisions of this subsection shall prevail over inconsistent or conflicting provisions of this Ordinance.

(C) Nonconforming Structures and Improvements

In the HO districts, any habitable structure existing prior to December 31, 1994 shall be exempt from the current dimensional requirements in Section B.3-1 and Section B.3-3, which includes off-street parking requirements. Such exemptions shall be based upon the structure's use as of December 31, 1994, which includes the number of required parking spaces for the site and use. In no instance shall the structure's use be allowed to convert

to a more intense use as per the parking requirements of Section B.3-3 without first meeting the additional parking needs of the new use.

(D) Parking Variance

Where the Commission, in considering an application for a certificate of appropriateness, finds that the number of off-street parking spaces required by this Ordinance for a building or structure within an H or HO District or a designated Local Historic Landmark would render the building incongruous with the historic aspects of the designated district, it may recommend to the Board of Adjustment a variance, in part or in whole, of the off-street parking requirements. The Board of Adjustment may authorize a lesser number of off-street parking spaces, provided:

- (1) The Board of Adjustment finds that the lesser number of off-street parking spaces will not create problems due to increased on-street parking; and,
- (2) The Board of Adjustment finds that the lesser number of off-street parking spaces will not constitute a threat to the public safety.

4-7 CERTIFICATE OF APPROPRIATENESS

4-7.1 REQUIREMENTS FOR CERTIFICATES OF APPROPRIATENESS FOR LOCAL HISTORIC LANDMARKS (LHL)

From and after the designation of a Local Historic Landmark (LHL), no designated portion of any building or other structure (including masonry walls, fences, light fixtures, steps, pavement, or other appurtenant features); nor any above-ground utility structure; nor any type of outdoor advertising sign; nor important landscape and natural features may be erected, altered, restored, moved, or demolished on such designated historic landmark until after the property owner or his/her designated agent has determined that the project is in compliance with the Design Review Guidelines either through consultation with Commission staff or review of the Design Review Guidelines.

The City/County/Town/Village shall require a Certificate of Appropriateness to be issued by the Commission prior to the issuance of a building permit or other permit granted for the purposes of constructing, altering, moving, or demolishing structures, which Certificate may be issued subject to reasonable conditions necessary to carry out the purposes of this Ordinance.

If a Certificate of Appropriateness is required, then the applicant shall be provided with an application form and instructions. Certificates of Appropriateness shall be issued or denied in accordance with Section B.4-7.5.

A Certificate of Appropriateness shall be issued prior to any application for a building permit being made. Any building permit or other such permit not issued in conformity with this section shall be invalid. A Certificate of Appropriateness shall be required for all activities specified in this section, whether a building permit is otherwise required or not.

For the purposes of the section, the term "designated portion" shall mean any portion of a designated historic landmark that was included in the ordinance designating the landmark, including the main structure or structures, the interior or portions of the interior, any outbuildings or secondary structures, site elements, and landscaping.

Where the exterior of a building or structure is designated as an historic landmark, the term "exterior features" shall mean the architectural style, general design, and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building or other structure, and the type and style of all windows, doors, light fixtures, signs and other appurtenant features. In the case of outdoor advertising signs, the term "exterior features" shall be construed to mean the style, material, size, and location of all such signs. These "exterior features" may include historic signs, color, and significant landscape, archaeological, and natural features of the area.

4-7.2 REQUIREMENTS FOR CERTIFICATES OF APPROPRIATENESS IN HISTORIC AND HISTORIC OVERLAY DISTRICTS

Within an H or HO District, no exterior portion of any building or other structure (including masonry walls, fences, light fixtures, steps, pavement, or other appurtenant features); nor any above-ground utility structure; nor any type of outdoor advertising sign; nor important landscape and natural features may be erected, altered, restored, moved, or demolished until after the property owner or his/her designated agent has determined that the project is in compliance with the Design Review Guidelines either through consultation with Commission staff or review of the appropriate Design Review Guidelines.

The City/County/Town/Village shall require a Certificate of Appropriateness to be issued by the Commission prior to the issuance of a building permit or other permit granted for the purposes of constructing, altering, moving, or demolishing structures, which Certificate may be issued subject to reasonable conditions necessary to carry out the purposes of this Ordinance.

If a Certificate of Appropriateness is required, then the applicant shall be provided with an application form and instructions. Certificates of Appropriateness shall be issued or denied in accordance with Section B.4-7.5.

A Certificate of Appropriateness shall be issued prior to any application for a building permit being made. Any building permit or other such permit not issued in conformity with this section shall be invalid. A Certificate of Appropriateness shall be required for all activities specified in this section, whether a building permit is otherwise required or not.

For the purposes of the section, the term "exterior features" shall include the architectural style, general design, and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building or other structure, and the type and style of all windows, doors, light fixtures, signs and other appurtenant features. In the case of outdoor advertising signs, the term "exterior features" shall be construed to mean the style, material, size, and location of all such signs. These "exterior features" may include historic signs, color, and significant landscape, archaeological, and natural features of the area.

4-7.3 CIRCUMSTANCES NOT REQUIRING CERTIFICATES OF APPROPRIATENESS

No certificate of appropriateness shall be required for:

- (A) The routine maintenance or repair, as defined in the applicable design review guidelines, of any exterior architectural feature in an H or HO District or on a Local Historic Landmark (LHL) which does not involve a change in design, material, or outer appearance;

- (B) The construction, reconstruction, alteration, restoration, moving, or demolition of any such feature which the building inspector or similar official shall certify in writing to the property owner and to the Commission is required by the public safety because of an unsafe or dangerous condition; and,
- (C) The maintenance of any existing above-ground utility structure or, in the event of an emergency, the immediate restoration of any existing above-ground utility structure.

4-7.4 PROCEDURES

The following procedures shall govern the issuance of a Certificate of Appropriateness.

- (A) **Applications**
Application for a Certificate of Appropriateness shall be submitted to Commission staff on forms provided. The Commission shall, in its Rules of Procedure, require such data and information as is reasonably necessary to evaluate the nature of the application. An application for a Certificate of Appropriateness shall not be considered complete until all required information has been submitted. For properties within H and HO Districts, the names and mailing addresses of the property owners filing the application and the names and addresses of the property owners within one hundred (100) feet on all sides of the property which is the subject of the application must also be filed.
- (B) **Application to Historic Resources Commission**
Commission staff shall transmit the Certificate of Appropriateness application, together with the supporting information and material, to the Commission for consideration.
- (C) **Notice and Hearing Within H and HO Districts**
Commission staff will make a reasonable attempt to identify and notify by mail the owners of any property located within one hundred (100) feet on all sides of the property which is the subject of the application. Prior to issuance or denial of a Certificate of Appropriateness, the Commission shall give the applicant and other property owners and/or residents likely to be affected by the application an opportunity to be heard.
- (D) **Viewing Site**
As part of its review procedure, the Commission may, solely in performance of its official duties and only at reasonable times, enter upon private lands to view the premises. However, no member, employee, or agent of the Commission may enter any private building or structure without the express permission of the owner or occupant thereof. Additionally, the Commission may seek the advice of the North Carolina Division of Archives and History or such other expert advice as the Commission may deem necessary.
- (E) **Time for Action**
The Commission shall act upon complete applications within one-hundred-twenty (120) calendar days after the filing, unless an extension of time has been mutually agreed upon between the Commission and the applicant. Otherwise, failure to act upon a complete application shall be deemed to constitute approval and a Certificate of Appropriateness shall be issued.

(F) Form of Decision

All formal actions of the Commission shall be set forth in writing. In case of approval, the Commission shall transmit to the property owner a Certificate of Appropriateness clearly describing the work that has been approved, and any conditions of the approval. In case of denial, the Commission shall transmit to the property owner a letter stating the findings on which the decision was based. Additionally, the Commission may, as it deems appropriate, make recommendations concerning any exterior or interior (where applicable), features of the proposed project which may be of guidance and help to the applicant in revising the plans and application. The Commission shall also provide the Director of Inspections with a copy of the formal correspondence to the property owner.

(G) Time Limits

Each Certificate of Appropriateness is issued subject to the following two conditions: (1) If a building permit is required to perform all or any part of the work authorized by a Certificate of Appropriateness, such building permit must be procured within six months from the date the Certificate of Appropriateness was issued and work completed within one year from the date of Certificate of Appropriateness; and, (2) If a building permit is not required for any part of the work authorized by a Certificate of Appropriateness, such work must be completed within one year from the date the Certificate of Appropriateness was issued. Upon failure to comply with the applicable condition, the Certificate of Appropriateness shall expire, subject to its being renewed. If a request is made to renew an expired Certificate of Appropriateness within twelve months of its issuance, Commission staff may renew it. All other renewals of an expired Certificate of Appropriateness may only be made by the Commission. A Certificate of Appropriateness shall be renewed unless it is found that a change has occurred that would allow the work authorized by the expired Certificate of Appropriateness to impair the integrity of an historic landmark, property, or district as a whole or would be incongruous with the special character of an historic landmark, property, or district. No request to renew that contemplates substantive changes to the work authorized by the expired Certificate of Appropriateness may be granted. Such a request may be made by submitting an application for a new Certificate of Appropriateness.

(H) Approval of Minor Works

The Commission may delegate to Commission staff the review and approval of minor works for the Local Historic Landmarks (LHL), and for the Historic (H) and Historic Overlay (HO) Districts after approval of Design Review Guidelines for the Local Historic Landmarks (LHL) and each Historic (H) and Historic Overlay (HO) District. Minor works are defined as projects which do not involve substantial alterations, additions, or removals that could impair the integrity of an historic landmark, property, and/or a district as a whole or be incongruous with the special character of an historic landmark, property, or district. Minor works require a Certificate of Appropriateness. A minor works application may be filed at any time and no public notification is required for review of a minor work application. No minor works application may be denied by Commission staff. If Commission staff cannot approve a minor works application, it shall be presented to the Commission for review and formal action.

(I) Reapplication after Denial

If the Commission determines that a Certificate of Appropriateness should not be issued, a new application affecting the same property may be submitted only if substantial change is made in the application, or if conditions related to the Local Historic Landmark (LHL) or H or HO District or surrounding uses have changed. A reconsidered application shall be treated as a new application.

- (J) **Demolition Permits**
An application for a Certificate of Appropriateness authorizing the relocation or demolition of a designated historic landmark or building or structure within an H or HO District may not be denied; however, the effective date of such Certificate may be delayed for not more than three hundred and sixty-five (365) calendar days from the date of approval. The maximum delay may be reduced by the Commission when it finds that delay would impose an extreme hardship on the owner or would permanently deprive the owner of all beneficial use or return from such property from such delay. During the period of delay, the Commission may negotiate with the owner and other parties in an effort to preserve the building or structure. If the Commission finds that the building or structure has no particular significance or value toward maintaining the character of the designated landmark or district, it shall waive all or part of such period and authorize earlier demolition or removal.
- (K) **Applicability to County, City and Utility Companies**
The County/City/Town/Village and all public utility companies shall be required to obtain a Certificate of Appropriateness prior to initiating on a Local Historic Landmark (LHL) or in an H or HO District any changes in the character of street paving, sidewalks, trees, utility installations, walls, lighting, fences, structures, and buildings on property, easements, or streets owned or franchised by the County/City/Town/Village or public utility companies.
- (L) **Appeals**
An appeal of a decision of the Commission in granting or denying any Certificate of Appropriateness may be taken to the appropriate Board of Adjustment. Appeals may be taken by any aggrieved party within thirty (30) calendar days after the decision of the Commission and shall be in the nature of certiorari (only evidence presented at the Commission's meeting shall be considered at the appeal). Appeal from the decision of the Board of Adjustment shall be to the Forsyth County Superior Court.
- (M) **Inspection after Issuance of Certificate**
The Director of Inspections shall from time to time inspect the construction or alteration approved by a Certificate of Appropriateness and report to the Commission any work not in conformance with the Certificate of Appropriateness.

4-7.5 STANDARDS FOR REVIEW

A Certificate of Appropriateness shall be issued or denied in accordance with the following standards.

- (A) **General Criteria**
In granting a Certificate of Appropriateness, the Commission shall take into account the historic or architectural significance of the property under consideration and the exterior and interior (where applicable), form and appearance of any proposed additions or modifications to a structure. The Commission shall not consider interior arrangement in H and HO Districts.

- (B) **General Restriction on Denial**
The Commission shall not refuse to issue a Certificate of Appropriateness except for the purpose of preventing the construction, reconstruction, alteration, restoration, or moving of buildings, structures, appurtenant features, or outdoor advertising signs which would be incompatible with the Design Review Guidelines.
- (C) **Design Review Guidelines Required**
The requirement for a Certificate of Appropriateness shall not become effective until after the Commission has prepared and adopted principles and guidelines not inconsistent with Part 3C of Article 19 of Chapter 160A of the NCGS. Such principles and guidelines, hereafter referred to as Design Review Guidelines, shall be prepared for the Local Historic Landmarks (LHL), and for each H and/or HO District and shall address new construction, alterations, additions, moving, and demolition to properties and/or sites. These criteria shall take into account the historic, architectural, and visual elements which are unique to the designated landmarks and districts.
- (D) **Design Review Guidelines Amendment**
Prior to the amendment of design review guidelines for the Local Historic Landmarks (LHL) or any H or HO District, any person may comment upon the proposal. Not less than forty-five (45) days prior to the public hearing at which the Commission proposes to act upon the amendment(s), copies of the proposed amendment(s) shall be made available to the Elected Bodies, and any other interested person upon request. Concurrently, the Commission shall cause notice of the public hearing at which the proposed amendment(s) will be considered for adoption to be published in a newspaper of general circulation in Winston-Salem.

4-8 COMPLIANCE

Compliance with the provisions of this section shall be enforced by the appropriate Director of Inspections. Failure to comply with this section and provisions of a Certificate of Appropriateness shall be unlawful and a violation of the Zoning Ordinance, and all remedies authorized by law for noncompliance with this Ordinance may be exercised to enforce this section.

4-9 DEMOLITION BY NEGLECT OF LOCAL HISTORIC LANDMARKS OR STRUCTURES WITHIN HISTORIC (H) OR HISTORIC OVERLAY (HO) DISTRICTS

4-9.1 AUTHORITY; DEFINITIONS

- (A) This section has been enacted pursuant to authority granted by North Carolina General Statute §160A-400.14(b).
- (B) The following terms shall have the meanings whenever used or referred to as indicated when used in this section unless a different meaning clearly appears from the context:
 - (1) “City” means the City of Winston-Salem; “County” means Forsyth County.

- (2) "Commission" means the Forsyth County Historic Resources Commission.
- (3) "Owner" means the holder of the title in fee simple and any person who may have legal custody, possession and control.
- (4) "Parties in Interest" means all individuals, associations, and corporations who have interests of record or otherwise in the property.
- (5) "Protected Structure" means any building or structure (including walls, fences, light fixtures, steps, pavement, paths, or any other appurtenant feature), or any type of outdoor advertising sign, either designated as a Local Historic Landmark or located within the Historic (H) or Historic Overlay (HO) Districts.

4-9.2 PROHIBITION OF DEMOLITION BY NEGLECT

The exterior features of any Protected Structure shall be preserved by the Owner against decay and deterioration and kept free from structural defects in accordance with the Standards described herein below. The Owner shall repair such exterior features if they are found to be in a severely deteriorated condition.

4-9.3 STANDARDS

Demolition by Neglect occurs when the exterior features of a Protected Structure are found to be in a severely deteriorated condition, including by way of example, but expressly not limited to, the following:

- (A) Deterioration of exterior walls (including missing or partially missing portions of siding), foundations, or other vertical support that causes leaning, sagging, splitting, listing, or buckling.
- (B) Deterioration of flooring or floor supports, roofs, or other horizontal members that causes leaning, sagging, splitting, listing, or buckling.
- (C) Deterioration of external chimneys that causes leaning, sagging, bulging, listing, or buckling.
- (D) Deterioration or crumbling of exterior plasters or mortars.
- (E) Ineffective waterproofing of exterior walls, roofs, and foundations, including fenestration glazing, and/or broken windows and/or doors.
- (F) Defective protection or lack of weather protection for exterior wall and roof coverings, including lack of paint or other protective covering, or weathering due to lack of paint or other protective covering.
- (G) Rotting, holes, and other forms of decay.
- (H) Deterioration of exterior stairs, porches, handrails, window and door frames, cornices, entablatures, wall facings, and architectural details that causes delamination, instability, loss of shape and form, or crumbling.

- (I) Heaving, subsidence, or cracking of steps.
- (J) Deterioration of fences, gates, walls, and accessory structures, such as instability, loss of shape or form, crumbling, or loss of features.
- (K) Deterioration that has a detrimental effect upon the unique attributes and character of the designated landmark or the special character of the designated districts as a whole.
- (L) Deterioration of any exterior feature so as to create or permit the creation of any condition hazardous or unsafe to life, health, or property.

4-9.4 PETITION FOR DETERMINATION OF DEMOLITION BY NEGLECT

Petitions requesting a determination that a Protected Structure requires correction or repair to prevent Demolition by Neglect can be filed with the Commission in one of four (4) ways: (a) by the appropriate historic district's neighborhood association; (b) with the signature of ten (10) adult individuals who either reside or own property in the appropriate historic district (only one signature per address will count toward the ten (10) signatures required); (c) from a City or County building or housing inspector; or, (d) Commission staff.

4-9.5 MEDIATION

Not less than thirty (30) days prior to placing the petition on its meeting agenda, the Commission shall notify the Owner that it has received a petition alleging that the Owner is in violation of this section and invite the Owner to mediate a consent agreement to resolve the allegations of the petition. The Owner may request that a claim of undue economic hardship be considered during the mediation.

Following notice and public hearing, the Commission may take the following action:

If the Commission and the Owner agree to enter into a consent agreement, the consent agreement shall constitute a final order enforceable pursuant to Section B.4-9.6.

If the Commission and the Owner cannot agree to enter into a consent agreement, the Commission may refer the petition to the Inspections Division for the filing of a complaint according to the procedure as set forth herein.

4-9.6 COMPLAINT; HEARING; ORDER

- (A) Whenever a petition is referred to the Zoning Officer by the Commission, the Zoning Officer shall, if his or her preliminary investigation discloses a basis for such charges, issue and cause to be served upon the Owner and any Parties in Interest in such property alleged to be undergoing Demolition by Neglect, a complaint stating the charges in that respect and containing a notice that a hearing will be held before the Zoning Officer at a place within the City or County not less than thirty (30) nor more than forty-five (45) days after the serving of such complaint. The Owner and Parties in Interest shall have the right to file an answer to the complaint, to appear in person or otherwise, and to give testimony at the place and time fixed in the complaint. The rules of evidence prevailing in courts of law or equity shall not be controlling in hearings before the Zoning Officer. The purpose of the hearing is to receive evidence concerning the charge that the property

is undergoing Demolition by Neglect and to ascertain whether the Owner and any Parties in Interest wish to claim undue economic hardship.

- (B) If, after such notice and hearing, the Zoning Officer determines that the property is undergoing Demolition by Neglect, he or she shall state in writing findings of fact in support of such determination and shall issue and cause to be served upon the Owner and any Parties in Interest, an order requiring the Owner or the Parties in Interest, within the time specified in the order, to repair or correct those items with respect to the property found to constitute Demolition by Neglect. In the event that the Owner and any Parties in Interest claim undue economic hardship, the Officer's order shall be stayed until after a determination is made in accordance with the procedures of Section B.4-9.8.
- (C) If the Owner or Parties in Interest fail to comply with the order, the Owner shall be subject to such remedies and penalties as may be provided for by Section B.4-9.11.

4-9.7 METHODS OF SERVICE

Complaints or orders issued by the Zoning Officer shall be served in accordance with the provisions of North Carolina General Statute §160A-445.

4-9.8 SAFEGUARDS FROM UNDUE ECONOMIC HARDSHIP

- (A) When a claim of undue economic hardship is made owing to the effects of this article, the Zoning Officer shall notify the Commission within three (3) business days following the hearing on the complaint. The Commission shall schedule a hearing on the claim at its next regular meeting, within the limitations of its procedures for application deadlines.
- (B) When a claim of undue economic hardship is made owing to the effects of this Article, the burden of proof shall be upon the Owner and any Parties in Interest to provide evidence during the hearing upon the claim, describing the circumstances of hardship, which shall include:
 - (1) Nature of ownership (individual, business, or nonprofit) or legal possession, custody, control, and a description of the property.
 - (2) Financial resources of the Owner and any Parties in Interest.
 - (3) Cost of repairs.
 - (4) Assessed value of the land and improvements.
 - (5) Real estate taxes for the previous two (2) years.
 - (6) Amount paid for the property, date of purchase, and party from whom purchased, including a description of the relationship between the Owner and the person from whom the property was purchased, or other means of acquisition of title, such as by gift or inheritance.
 - (7) Annual debt service, if any, for the previous two (2) years.

- (8) Any listing of the property for sale or rent, price asked, and offers received, if any.

For income-producing property:

- (1) Annual gross income from the property for the previous two (2) years.
- (2) Itemized operating and maintenance expenses for the previous two (2) years, including proof that adequate and competent management procedures were followed.
- (3) Annual cash flow, if any, for the previous two (2) years.

In the event that any of the required information is not reasonably available to the Owner and any Parties in Interest, the Owner and any Parties in Interest shall describe the reasons why such information cannot be obtained.

- (C) Within sixty (60) days of the Commission's hearing on the claim, the Commission shall cause to be made a finding of undue or no undue economic hardship and shall enter the reasons for such finding into the record. In the event of a finding of no undue economic hardship, the Commission shall report such finding to the Zoning Officer, and the Officer shall cause to be issued an order for such property to be repaired within the time specified.
- (D) In the event of a finding of undue economic hardship, the finding may be accompanied by a recommended plan to relieve the economic hardship. This plan may include, but is not limited to, property tax relief as may be allowed under North Carolina law, loans, or grants from the City or County, or other public, private, or nonprofit sources, acquisition by purchase or eminent domain, changes in applicable zoning regulations, or relaxation of the provisions of this Article sufficient to mitigate the undue economic hardship. The Commission shall report such finding and plan to the Zoning Officer. The Zoning Officer shall cause to be issued an order for such property to be repaired within the time specified, and according to the provisions of the recommended plan.

4-9.9 RIGHT OF APPEAL

Orders made by the Zoning Officer or by the Commission may be appealed to the City's or County's Zoning Board of Adjustment. The appeal must be filed by an aggrieved party with the Secretary to the Zoning Board of Adjustment within thirty (30) days following receipt of the order for correction or repair of the property. An appeal shall specify the grounds upon which it is based and shall be in the nature of certiorari. An appeal shall stay the requirements of the order.

4-9.10 OTHER CITY OR COUNTY POWERS

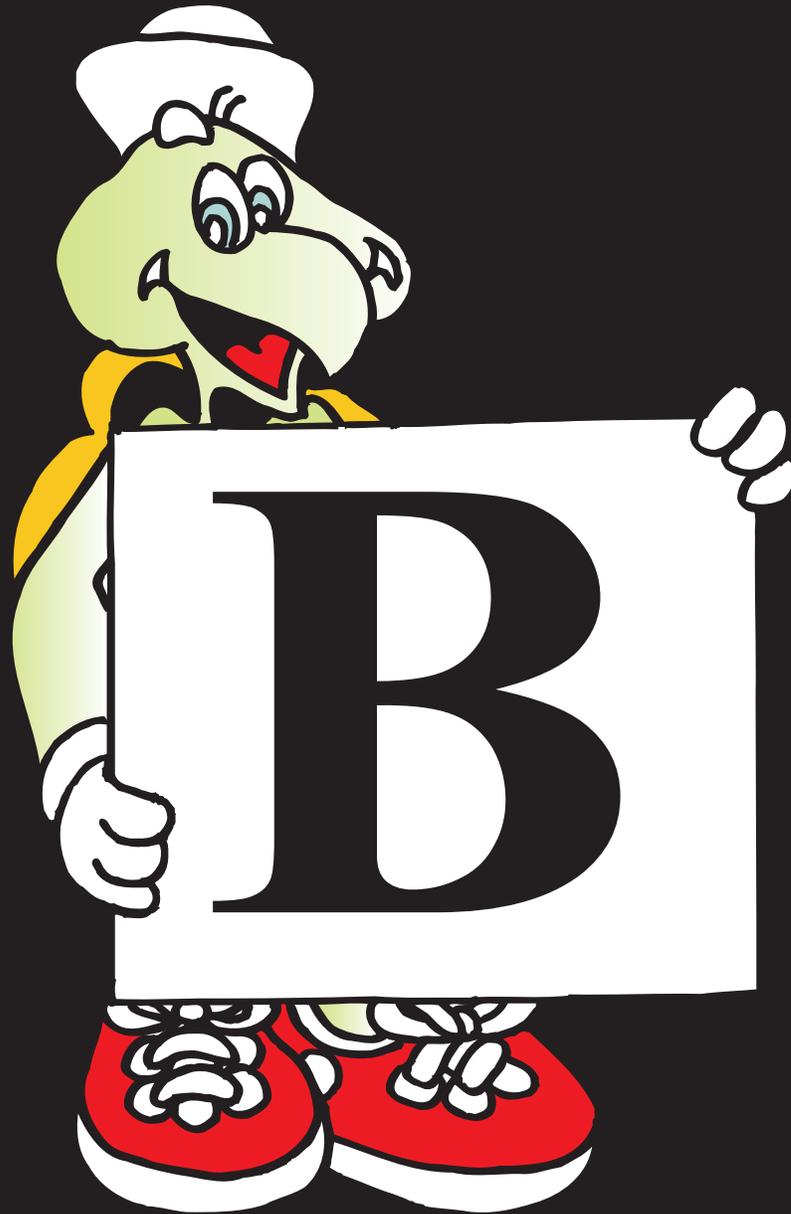
Nothing contained herein shall affect the City's or County's authority to declare a building unsafe or process a violation of the City's or County's minimum housing code.

4-9.11 PENALTIES AND REMEDIES

Enforcement of this section shall be as provided in Section B.9-1, except that a violation of this section shall not constitute a misdemeanor or infraction punishable under North Carolina General Statute §14-4.

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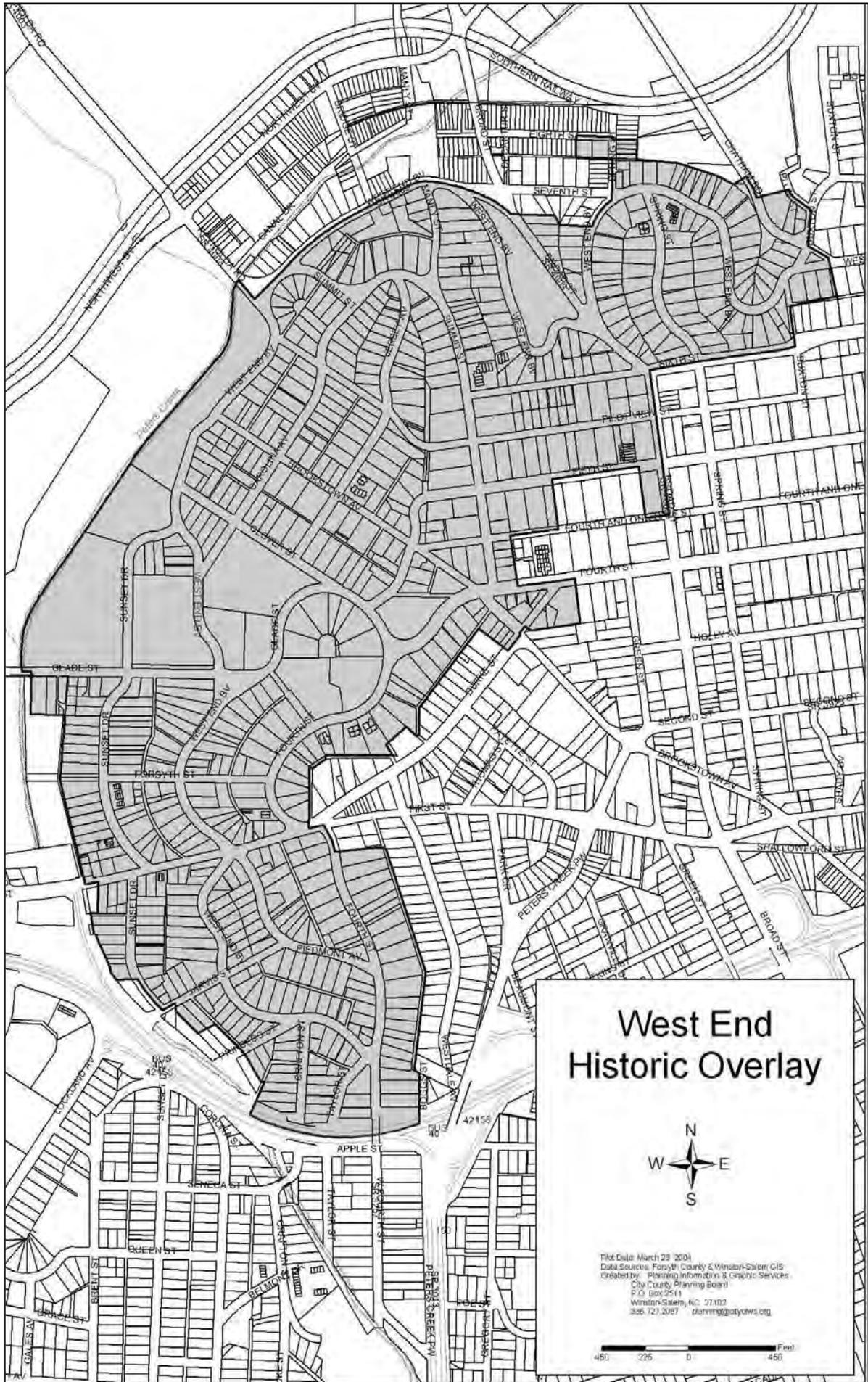
Local Historic District Maps



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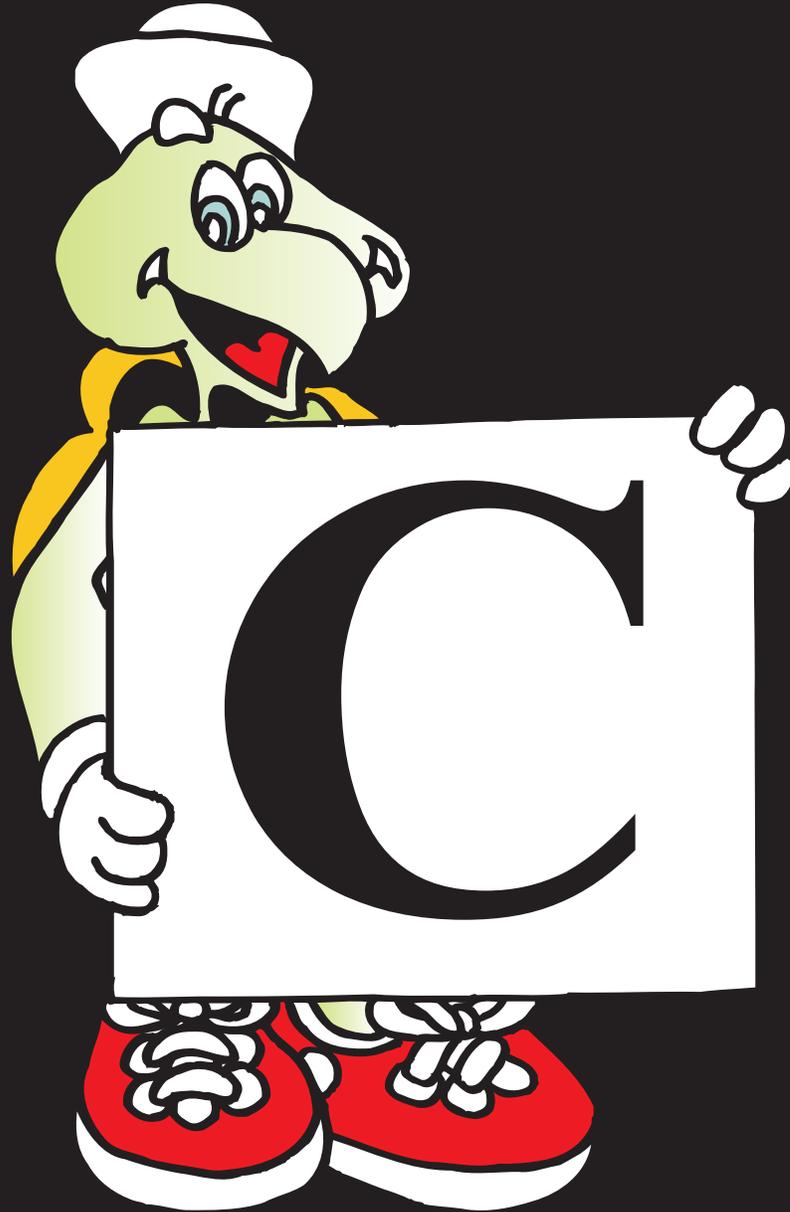






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List of Local Historic Landmarks



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FORSYTH COUNTY LOCAL HISTORIC LANDMARKS

Site No.	Tax Block(s)	Tax Lot(s)	Date	LOCAL HISTORIC LANDMARK Name & Address	Date of Approval*
1	559	52A, 52B	1766 *R. 1969	First House 446 S. Main St., Winston-Salem	10/04/76(W)
2	559	109, 113A	1767 *R. 1969	Third House 440 S. Main St., Winston-Salem	10/04/76(W)
3	559	107	1768	Fourth House 438 S. Main St., Winston-Salem	10/04/76(W)
4	571	101	1772 *R. 1954	Anna Catharina House 8 West St., Winston-Salem	10/04/76(W)
5	567	102	1775	Community Store 626 S. Main St., Winston-Salem	10/04/76(W)
6	563	112	1787	Lick-Boner House 512 Salt St., Winston-Salem	10/04/76(W)
7	572	101A, 102, 103A, 101B, 103B	1787 *R. 1970	Traugott Bagge House 10 West St., Winston-Salem	10/04/76(W) 12/07/87(W)
8	571	102A 102B	1797	Christoph Vogler House 710 S. Main St., Winston-Salem Christoph Vogler House (portion of historic Salem Lot 65) 710 S. Main St., Winston-Salem	10/04/76(W)
9	565	104A, 104B	1800	Winkler Bakery 527 S. Main St., Winston-Salem	10/04/76(W)
10	2424	3	1802	Vierling House 463 S. Church St., Winston-Salem	10/04/76(W)
11	564	110C 203	1805 *R. 1968 1809 *R. 1971	Schroeter House 520 S. Main St., Winston-Salem Schroeter Wash-Bake House (a portion of historic Salem Lot 57) 520 S. Main St., Winston-Salem	10/04/76(W)
12	571	201	1815	Blum House 724 S. Main St., Winston-Salem	10/04/76(W)
13	113	102	1815	Zevely House 901 W. 4th St., Winston-Salem	10/04/76(W)
14	578	107A 107B	1816	Volz House 916 S. Main St., Winston-Salem Volz House (portion of historic Salem Lot 96) 916 S. Main St., Winston-Salem	10/04/76(W)
15	571	111	1816	Salem Tavern Dining Room 736 S. Main St., Winston-Salem	10/04/76(W)

* Reconstruction Date

(W) Winston-Salem (F) Forsyth
(K) Kernersville (C) Clemmons

Site No.	Tax Block(s)	Tax Lot(s)	Date	LOCAL HISTORIC LANDMARK Name & Address	Date of Approval*
16	571	103A	1819	Shultz House 714 S. Main St., Winston-Salem	10/04/76(W)
		103B, 112, 113	1827	Shultz Shop 712 S. Main St., Winston-Salem	
17	564	201	1820	Levering House 516 S. Main St., Winston-Salem	10/04/76(W)
		202	*R. 1972	Levering House (portion of historic Salem Lot 56) 516 S. Main St., Winston-Salem	
18	565	102	1821	Herbst House 511 S. Main St., Winston-Salem	10/04/76(W)
19	563	110A	1822	Solomon Lick House 524 Salt St., Winston-Salem	10/04/76(W)
20	573	102A, 103, 106	1824, 1827 *R. 1974	Traugott Leinbach House, Leinbach Wash-Bake House 807 S. Main St., Winston-Salem	10/04/76(W)
21	1596	201B	1824	Philip Reich House 813 S. Church St., Winston-Salem	10/04/76(W)
22	563	114A, 115, 116	1825	Jacob Christman House 500 Salt St., Winston-Salem	10/04/76(W)
23	565	103B	1825 *R. 1965	Butner Hat Shop 521 S. Main St., Winston-Salem	10/04/76(W)
24	558	40	1827	Hall House 421 S. Main St., Winston-Salem	10/04/76(W)
25	565	103A	1829	Butner House 517 S. Main St., Winston-Salem	10/04/76(W)
26	579	1, 2, 3, 6, 7A	1832	Timothy Vogler House 909 S. Main St., Winston-Salem	10/04/76(W)
27	1596	202B	1832	Philip Reich Shop 817 S. Church St., Winston-Salem	10/04/76(W)
28	579	108	1832, 1834 *R. 1967 (shop)	Eberhardt House & Shop 921 & 919 S. Main St., Winston-Salem	10/04/76(W)
29	558	103, 104	1840	Theophilus Vierling House 327 S. Main St., Winston-Salem	10/04/76(W)
30	558	39	1841 *R. 1976	Beitel-Van Vleck House 427 S. Main St., Winston-Salem	10/04/76(W)
31	573	104, 105	1845	Jacob Siewers House 823 S. Main St., Winston-Salem	10/04/76(W)
32	564	54C, 54E	1847	Bank of Cape Fear 500 S. Main St., Winston-Salem	10/04/76(W)
		54D, 54F		Bank of Cape Fear (portion of historic Salem Lot 54) 500 S. Main St., Winston-Salem	
33	3487	54	1810	Butner House 5531 Main St., Bethania	12/19/77(F)
34	4974	4J, 4K	1847	Jones House 5836 Bethania Rd., Bethania	12/19/77(F)

* Reconstruction Date

(W) Winston-Salem (F) Forsyth
(K) Kernersville (C) Clemmons

Site No.	Tax Block(s)	Tax Lot(s)	Date	LOCAL HISTORIC LANDMARK Name & Address	Date of Approval*
35	1596	105	1827	Anna Johanna Vogler House 823 S. Church St., Winston-Salem	11/02/81(W)
36	6105	1, 2, 3, 4, 5, 6	1836, 1880	Brookstown Mill 200 Brookstown Ave., Winston-Salem	11/02/81(W)
37	79	1	1925	Gilmer Building 416-424 W. 4th St., Winston-Salem	11/02/81(W)
38	4608	2B	1804	River John Conrad House 1606 Conrad Rd., Pfafftown	11/09/81(F)
39	4904	17B	1888	Rural Hall Depot Railroad St., Rural Hall	11/09/81(F)
40	70	110A, 110B	c. 1885	Rogers House 102 S. Cherry St., Winston-Salem	12/21/81(W)
41	202	6, 123	c. 1894	Lloyd Presbyterian Church 748 N. Chestnut St., Winston-Salem	12/21/81(W)
42	672	8, 9, 106	c. 1893	David Reid House 1820 S. Main St., Winston-Salem	6/07/82(W)
43	2103	4D	1857	Nathaniel M. Kerner House 312 S. Main St., Kernersville	9/07/82(K)
44	2109	21	c. 1870	Rephelius Byron Kerner House 225 S. Main St., Kernersville	9/07/82(K)
45	559	49B, 49C	1768 *R. 1976	Fifth House 434 S. Main St., Winston-Salem	12/06/82(W)
46	567	105	1769	Single Brothers House 600 S. Main St., Winston-Salem	12/06/82(W)
47	564	112, 113, 114, 109	1771	Miksch Tobacco Shop 532 S. Main St., Winston-Salem	12/06/82(W)
48	571	110	1784	Salem Tavern 800 S. Main St., Winston-Salem	12/06/82(W)
49	565	109, 110	1794	Boys' School 3 Academy St., Winston-Salem	12/06/82(W)
50	572	106, A	1793	Ebert-Reich House 731 S. Main St., Winston-Salem	12/06/82(W)
51	563	111	1816	Hagen House 520 Salt St., Winston-Salem	12/06/82(W)
52	571	101	1819	John Vogler House 700 S. Main St., Winston-Salem	12/06/82(W)
53	564	55A 55B	1822	Leinbach House 508 S. Main St., Winston-Salem Leinbach House (portion of historic Salem Lot 55) 508 S. Main St., Winston-Salem	12/06/82(W)
54	564	55A	1822 *R.1971	Leinbach Granary & Stable 508 S. Main St., Winston-Salem	12/06/82(W)
55	579	105	1831	Kuehn House 901 S. Main St., Winston-Salem	12/06/82(W)
56	579	113, 114, 115, 7B	1831	Timothy Vogler Shop 913 S. Main St., Winston-Salem	12/06/82(W)
57	560	113A, 114	1832	Denke House 498 Salt St., Winston-Salem	12/06/82(W)

* Reconstruction Date

(W) Winston-Salem (F) Forsyth
(K) Kernersville (C) Clemmons

Site No.	Tax Block(s)	Tax Lot(s)	Date	LOCAL HISTORIC LANDMARK Name & Address	Date of Approval*
58	558	117A	1834 *R. 1979	Charles A. Cooper Shop 419 S. Main St., Winston-Salem	12/06/82(W)
59	561	89	1839	Christian F. Susسدorff House 448 Factory Row, Winston-Salem	12/06/82(W)
60	574	1, 2, 3, 4A, 6C	1844	John Siewers House 832 S. Main St., Winston-Salem	12/06/82(W)
61	574	4B, 6B, 7B	1842	Siewers Shop 15 Walnut St., Winston-Salem	12/06/82(W)
62	573	101, 102B, 108	1844	Zevely Inn 803 S. Main St., Winston-Salem	12/06/82(W)
63	73	458	1902	Peter Blum House 111 N. Poplar St., Winston-Salem	12/06/82(W)
64	66	202	1884	Hylehurst 224 S. Cherry St., Winston-Salem	7/05/83(W)
65	64	101	1912	Salem Town Hall 301 S. Liberty St., Winston-Salem	11/19/84(W)
66	2105	42B	c. 1880	Korner's Folly S. Main St., Kernersville	9/03/85(K)
67	2105	39A	c. 1885	Elias Kerner Huff House 113 Pineview Dr., Kernersville	12/07/04(K) (new site)
68	70	107D, 108D	1884	Conrad-Starbuck House 118 S. Cherry St., Winston-Salem	12/15/86(W)
		201	c. 1910	Conrad-Starbuck Carriage House 119 S. Marshall St., Winston-Salem	11/15/93(W)
69	24	13	c. 1915	Main Post Office Building 101 W. 5th St., Winston-Salem	2/19/87(W)
70	2109	22	1892	Henry C. Korner House 303 S. Main St., Kernersville	11/10/87(K)
71	559	48	1873	Dr. John Francis Shaffner House 428 S. Main St., Winston-Salem	12/07/87(W)
72	2423	105, 103, 1H, 1E, 3Q, 7Q, 6P, 6Q, 5N, 4F, 4G, 4E, 2B	c. 1932	Graylyn 1900 Reynolda Rd., Winston-Salem	12/07/87(W)
73	572	26B	c. 1875	Nathaniel Shober Siewers House 715 S. Main St., Winston-Salem	1/03/89(W)
74	675	107	1911	Cicero Francis Lowe House 204 Cascade Ave., Winston-Salem	4/17/89(W)
75	4974	a portion of 102, all of 103	1852	Samuel B. Stauber Farm 6085 Bethania-Tobaccoville Rd., Bethania	12/04/89(F)
76	105	126B	c. 1915	Fourth Street Rowhouses 840-848 W. 4th St. & 807-809 Burke St., Winston-Salem	12/18/89(W)
77	562	101A	1822 *R. 1985	John Ackerman House 500 Factory Row, Winston-Salem	10/01/90(W)
78	3487	107	c. 1770	Hauser-Reich-Butner House 5575 Main St., Bethania	10/22/90(F)
79	560	124B	1907	Brickenstein-Leinbach House 426 Old Salem Rd., Winston-Salem	5/06/91(W)
80	2104	1, 2	1867	Kernersville Moravian Church 504 S. Main St., Kernersville	8/06/91(K)

* Reconstruction Date

(W) Winston-Salem (F) Forsyth
(K) Kernersville (C) Clemmons

Site No.	Tax Block(s)	Tax Lot(s)	Date	LOCAL HISTORIC LANDMARK Name & Address	Date of Approval*
81	561	88	1856	Edwin Theophilus Ackerman House 440 Factory Row, Winston-Salem	11/04/91(W)
82	6365	A, 1, 2	1913	Winston-Salem Southbound Railway Freight Warehouse & Office 300 S. Liberty St., Winston-Salem	11/04/91(W)
83	2105	38D	c. 1875	Isaac Harrison McKaughan House 510 Salisbury St., Kernersville	11/07/91(K)
84	3471	624A, 624B	c. 1825	Thomas Christian Shultz House 3960 Walnut Hills Dr., Winston-Salem	12/16/91(F)
85	66	203	1901	Col. William Allen Blair House 210 S. Cherry St., Winston-Salem	10/19/92(W)
86	81	10,11A	1929	Sosnik's/Morris-Early Commercial Block 500 W. 4th St., Winston-Salem	1/04/93(W)
87	562	102A, 103A	c. 1875	Livingston N. Clinard House 512 Factory Row, Winston-Salem	1/04/93(W)
88	2124	25	c. 1886	St. Paul United Methodist Church 401 Church St., Kernersville	1/05/93(K)
89	4603	19C	1830	John Jacob Schaub House 5622 Balsom Rd., Pfafftown	1/25/93(F)
90	1311C	3, 4	c. 1928-30	Mamie Gray Galloway House 1040 Arbor Rd., Winston-Salem	11/15/93(W)
91	1144	201B, 202, 103B, 301	c. 1930	Joseph Franklin Bland House 1809 Virginia Rd., Winston-Salem	11/15/93(W)
92	747	8H	c. 1930	Shell Service Station 1111 Sprague St., Winston-Salem	5/02/94(W)
93	2151A	17C, 17D	1891	Thomas A. Crews House 4997 Main St., Walkertown	12/19/94(F)
94	3487	52B	1852	(Former) Bethania Moravian Church Parsonage Grabs Dr., Bethania	12/04/95(F)
95	3459	a portion of 4A	c. 1815	Bethabara Log House Historic Bethabara Park, Winston-Salem	12/18/95(W)
96	3459	13	1788	Bethabara Gemeinhaus Historic Bethabara Park, Winston-Salem	12/18/95(W)
97	3459	a portion of 27D	1782	Bethabara Dyer's & Potter's House Historic Bethabara Park, Winston-Salem	12/18/95(W)
98	3459	a portion of 5	1803	Bethabara Distiller's House Historic Bethabara Park, Winston-Salem	12/18/95(W)
99	6107	511A, 511B, 511D, 511G, 511J, 511K, 101-107, 301-311, 401-411, 501-510, A	1927	(Former) Spruce Street YMCA 315 N. Spruce St., Winston-Salem	12/18/95(W)
100	3487	33	c. 1772	Johann Christian Loesch House 5576 Main St., Bethania	12/16/96(F)
101	3487	43A, 41B	1805	Shore-Lehman House 5524 Main St., Bethania	12/16/96(F) 12/20/04(F)
102	4949 4950	200 7R, 30B, 9C	c. 1816, 1879	John and Matthew Clayton Farm 5809 Stanleyville Dr., Rural Hall	10/27/97(F) 11/03/97(W)

* Reconstruction Date

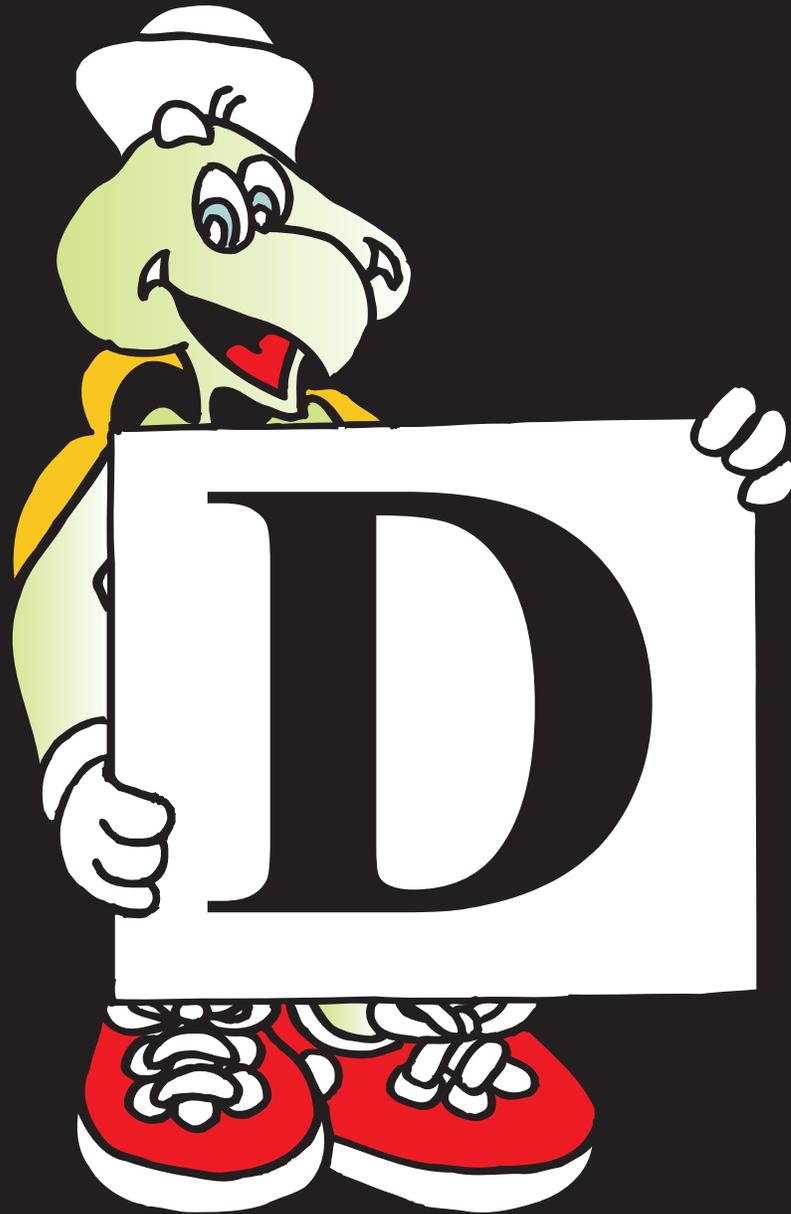
(W) Winston-Salem (F) Forsyth
(K) Kernersville (C) Clemmons

Site No.	Tax Block(s)	Tax Lot(s)	Date	LOCAL HISTORIC LANDMARK Name & Address	Date of Approval*
103	4633	410	c. 1905	John Henry Pfaff House 4798 Pfaff Lane, Pfafftown	12/08/97(F)
104	1313	15W, 16W	1925	William Milton Scott House 1941 Georgia Ave., Winston-Salem	12/15/97(W)
105	528	102C, 103B, 105	1926	Former Union Station 300 Martin Luther King, Jr. Blvd., Winston-Salem	12/15/97(W)
106	108	105, 106	c. 1906	Rosenbacher House 848 West Fifth St., Winston-Salem	12/21/98(W)
107	41	11	c. 1890	W. F. Smith and Sons Leaf House 406 East Fourth St., Winston-Salem	12/06/99(W)
108	3865	106	c. 1922	John Wesley Snyder House 2715 Old Salisbury Rd., Winston-Salem	12/18/00(F)
109	674	101, 102	c. 1850, 1929	Burton Craige House 134 Cascade Ave., Winston-Salem	07/16/01(W)
110	78	1N, B, C	1926	Nissen Building 310-314 West Fourth St., Winston-Salem	02/17/03(W)
111	2415	111	c. 1829 1930	Middleton House 2721 Robinhood Rd., Winston-Salem	11/19/03(W)
112	3490	109B	c. 1910	Oak Grove School 2637 Oak Grove Circle, Winston-Salem	11/19/03(W)
113	672	13, 107, 108	1917	Charles R. Fogle House 29 Cascade Ave., Winston-Salem	11/19/03(W)
114	747	125	1924	Henry L. Mickey House 1162 Waughtown St., Winston-Salem	11/19/03(W)
115	6084	110	1926	Winston-Salem City Hall 101 North Main St., Winston-Salem	05/17/04(W)
116	6084	151	1966	Wachovia Building 301 North Main St., Winston-Salem	05/17/04(W)
117	35	239	c. 1895	Brown Brothers Tobacco Prizery 401 East Fourth St., Winston-Salem	12/08/04(W)
118	6084	111	1911	(Former) Wachovia Bank & Trust Company Building 8 West Third St., Winston-Salem	8/07/06(W)
119	0015	114	1940	P.H. Hanes Knitting Company – Warehouse & Shipping Building 600 North Chestnut St., Winston-Salem	2/05/07(W)
120	1199 3407	101, 102, 013, 014, 301 030D	c. 1911	Odd Fellows Cemetery South of West 30 th St., west of Millbrook Dr., north of West 28 th St., & east of Shorefair Dr., Winston-Salem	2/05/07(W)

* Reconstruction Date

(W) Winston-Salem (F) Forsyth
(K) Kernersville (C) Clemmons

Local Historic Application Materials



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FORSYTH COUNTY HISTORIC RESOURCES COMMISSION GUIDELINES FOR LOCAL HISTORIC LANDMARK DESIGNATION

Local Historic Landmark designation is one of several tools to help preserve a part of our history. 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. These are the properties that if removed or changed would remove a resource important for research and/or teaching of the community's past.

The Forsyth County Historic Resources Commission, the Forsyth County Board of Commissioners, the City Council of the City of Winston-Salem, the Kernersville Board of Aldermen, and the Clemmons Village Council, in evaluating properties for local designation, will consider such factors as:

historic and/or cultural significance, architectural significance, neighborhood or community significance, age, listing in existing surveys or inventories, completeness and accuracy of the application, impact on the community, portion of the property to be designated, condition of the property, and occupancy.

Significant examples of Forsyth County history, architecture, archaeology, and culture are found in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association; and:

- A. that are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. that are associated with the lives of persons significant in our past;
or
- C. that 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,
- D. that 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 Commission:

- A. 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.

- B. (1) 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 Commission 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 Commission; (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.

(2) 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.

- C. A property achieving significance within the last 50 years, if it is of exceptional importance.

**PROCEDURE INFORMATION FOR
LOCAL HISTORIC LANDMARK DESIGNATION**

1. Applicant should call 336-727-2087 to get in touch with the staff of the Forsyth County Historic Resources Commission and 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. Two copies of a final, complete, and correct application must be filed with the Historic Resource Officer, City-County Planning Board, Second Floor, City Hall South, 100 East First Street, Winston-Salem, 336-727-2087.
4. After staff review of the application, it will be forwarded to the North Carolina Division of Archives and History in Raleigh for its comments and recommendations.
5. Following receipt of comments and recommendations from the Division of Archives and History, or the expiration of 30 days, the Administrator of the Commission will docket the application for consideration by the Commission and arrange for an advertisement of a public hearing on a proposed ordinance. The Commission usually meets on the first Wednesday of each month at 4:00 p.m. in the Bryce A. Stuart Municipal Building. The applicant will be informed of the date of the Commission meeting.
6. The Commission shall consider applications at a regular meeting or hold a special meeting on a proposed ordinance to designate a historic landmark. 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 Administrator will notify the applicant and the public of the Commission's public hearing. The applicant must be represented at these proceedings.
7. At the public hearing, the Commission will make a recommendation on the application and the Administrator will prepare a report of this recommendation. The Administrator will then forward to the appropriate governing board a report, 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.
8. If the governing board 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 in the Forsyth County Government Center at 336-703-2300.

9. After a property has been designated as a historic landmark, any changes made to the property must be approved by the Historic Resources Commission through the filing of a Certificate of Appropriateness. Applications for Certificates of Appropriateness may be obtained from the Administrator of the Commission.
10. A Certificate of Appropriateness must be filed with the Administrator of the Commission at least 21 days prior to the next meeting of the Commission, accompanied by sketches, drawings, photographs, specifications, descriptions, etc. as may be appropriate.
11. A subcommittee of the Historic Resources Commission will be available to meet with representatives of the persons or organization involved in the application at an early stage in the planning process in order to advise them informally concerning the Commission's *Guidelines*, the nature of the area where the proposed construction is to take place, and other relevant factors.
12. In cases where the Commission deems it necessary, it may hold a public hearing concerning an application for a Certificate of Appropriateness.
13. If an application is approved, the Administrator of the Commission shall transmit a written Certificate of Appropriateness clearly describing the nature of the work which has been approved. A copy of this information also will be sent to the Inspections Department which is responsible for its enforcement.
14. If an application is denied, written reasons for denial will be made available to the applicant.

APPLICATION
LOCAL HISTORIC LANDMARK DESIGNATION

1. Name of property _____

2. Owner's Name
& Address _____

3. Property Location _____

4. Amount of Land
To Be Designated
(acreage) _____

5. Interior To Be _____ Yes _____ No
Designated
6. Tax Block(s) _____ Tax Lot(s) _____

Please complete the following information on continuation sheets

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

13. 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?
14. 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 written application, the following materials must be submitted simultaneously:

- a black and white 8" x 10" overall photograph clearly depicting the property being designated.
- color slides showing all sides of the main structure and any outbuildings (may include architectural details, interior and exterior, which add to the property's significance)
- a tax map showing the location of the property, including any buildings and appurtenant features.

(Please label the above materials with the name of the property owner)

APPLICATION FEE \$50.00 (Check Payable to Forsyth County)

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 Historic Resources Commission 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. Property Location: Please give the street address of the property.
4. 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.
5. Interior to be Designated: Under State law, owner consent must be given to designation of interior spaces. Additionally, the interior spaces must be specifically described. It is the usual practice for the entire interior of properties to be designated, unless the original integrity has been significantly diminished.
6. 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.
- 7-11. These questions are self-explanatory.
12. 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. The following is intended as an example:

Statement of Significance

The Fuller House, one of the relatively few Greek Revival houses surviving from Louisburg's prosperous antebellum period, was the lifelong home of Edwin Wiley Fuller (1847-1876), one of North Carolina's best known poets and novelists of the third quarter of the nineteenth century. In 1856 an older house was drastically expanded for the family of Jones Fuller and Anna Thomas Fuller; the earlier house had been the Thomas family home. The new construction of a double-pile, two-story frame house may have been the work of Warren County builder

Albert Gamaliel Jones, who is also credited with erecting the nearby Louisburg College Building in 1857. The house is representative of many erected in the prosperous 1840's and 1850's in Franklin and Warren counties, boxy frame two-story dwellings with bold, vernacular Greek Revival detail. Jones' hand is evident in several specific details, and this enhances the significance of the house, since very few mid-nineteenth century buildings are attributable to a specific builder.

Specific Areas of Significance

- A. Associated with the antebellum development of the town of Louisburg and the increasing prosperity of the northeastern Piedmont in the period 1840's-1861.
- B. Associated with the life of North Carolina poet and novelist, Edwin Wiley Fuller, as his home from childhood through his productive years as a young writer until his death (in the house) at age 28. In a state not then productive of many writers, Fuller was a talent of recognized promise, and his subject matter was derived from North Carolina places and people.
- C. Embodies distinctive characteristics of regional Greek Revival domestic architecture, notably the mode developed by Warren County builder, Albert Gamaliel Jones, who worked in southern Warren County and in Murfreesboro, as well as Louisburg. His work is marked by bold, simple woodwork and a distinctive turned "spool" molding along the corner pilasters.

Documentation Examples

- 1. Diary of Anna Long Thomas Fuller. Louisburg College Library.
- 2. Franklin County Records. (Deed Books 112, 210)

13-14. These questions are self-explanatory.

Forsyth County Historic Resources Commission Local Historic Landmark Designation

How to Research a Historic Property

For the purposes of the Historic Resources Commission, 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 Commission that the property is so important that materially altering or demolishing the structure would be detrimental to the architectural and cultural history of Forsyth County. You must document to the Commission 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. Your job is to weed out legend from fact for the Commission and to prove the historic and/or architectural value of your property. Keep in mind that after the Commission 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. The following information is intended to assist you in researching your property. Historic Resources Commission staff will be happy to address any questions you may have, but cannot do research for individual applicants.

Research Steps

- The most important first step is to find out everything you can that anyone knows about the property. Older family members or previous owners are a good start. Write down everything they tell you—uncritically—and ask where they found or heard each item. Then find out who else might be helpful to talk to (older relatives, other people who may have been associated with the property, people who may have worked for the company if you are researching a business, etc.). Do not try at this point to sift out fact from tradition, just write it all down and keep asking questions. You can go through the information later when you are able to establish some documentation. Ask to see any old papers, deeds, photographs, or any other helpful aids that these people may possess. Often family or local traditions are correct, although you may never be able to prove it. Include some statements of tradition in your report if they seem important, but identify them by the preface: "Local tradition says . . ." or "Family tradition says . . ."
- Documentary research is the next step. You should expect to search deeds and wills to establish a chain of ownership for the property. Even if you have been told who lived in the property and when, you will need to substantiate this information with deeds and wills. The Historic Resources Commission doesn't care whether there is a clear title, or a title free of liens, as a lawyer would. The issue is who really owned the property through the history and establishing a true, documented history of the ownership of the property.
- The Forsyth County Register of Deeds office contains deeds and wills dating to the formation of Forsyth County in 1849. The personnel at the Register of Deeds will assist you in your work. If you need to research information before 1849 you will need to go to the Stokes County Courthouse for records from 1789 to 1849; to Surry County for records from 1770 to 1789; and to Rowan County for records from 1753 to 1770. The reason for this is that Forsyth

County was formed in 1849 from Stokes; Stokes County was formed in 1789 from Surry County; Surry County was formed in 1770 from Rowan County; and Bethabara, the first organized settlement in what is now Forsyth County was established in 1753 in Rowan County. The records for each of these counties are in the respective county courthouses. Unfortunately, there is not a quick and easy way to establish a chain of title; it can be frustrating work but well worth the effort!

- It will also be helpful for you to research primary and secondary sources to find out about the events and people associated with the property. Newspapers, estate papers, private collections, and other sources are extremely helpful. The North Carolina Room of the Forsyth County Public Library can be extremely helpful.
- Often there will be newspaper articles that give a great deal of history. These are good to begin with, but not as "final authorities." Often these articles are incomplete or erroneous. Check them out thoroughly.
- All major information should be footnoted as to source, and this does not mean only direct quotations. Put the footnote as you go, rather than saving up and doing one big footnote at the end of each paragraph. We need to know where the facts come from! Land transfers should show deed or will book number and page number.
- You must include a Bibliography or list of sources at the end of your application.

REMEMBER: The Historic Resources Commission and the governing board will not approve incomplete or undocumented applications!

On the following pages a number of local information sources are identified more completely.

Resources for Researching your Property

Forsyth County Public Library

North Carolina Room
660 West Fifth Street
Winston-Salem

Phone: 336-703-3070
Internet: www.co.forsyth.nc.us/library/ncroom.aspx
Material: Sanborn Insurance Maps - Book Form 1907, 1912, 1917
- Microfilm 1885-1949
City Directories 1889-present
Newspapers of early Winston and Salem
Newspaper extracts/vertical files
Maps, books, county architectural survey files

Forsyth County Tax Department

Forsyth County Government Center
201 North Chestnut Street
Winston-Salem

Phone: 336-703-2300
Internet: www.co.forsyth.nc.us/tax/tax.htm
Material: Current tax maps with block and lot numbers
Tax appraisal worksheets 1959-present
Recent deed and land transactions
Sanborn Insurance Map 1917 with updates to 1955
Sanborn Insurance Map 1955 with updates to present

Forsyth County Register of Deeds

Liberty Street Plaza Building
102 West Third Street
Winston-Salem

Phone: 336-703-2700
Internet: www.co.forsyth.nc.us/ROD/
Material: Deed records 1849-present
Plats and maps
C.A. Miller Map of Forsyth County 1927
E.A. Vogler Plat of Winston-Salem 1876 (Bk. 8, page 66)
Partnership and corporation charters

Probate Records

Office of Clerk of Superior Court
Hall of Justice
Winston-Salem

Phone: 336-761-2250
Material: Wills
Estate settlement papers

City-County Planning Board

Bryce A. Stuart Municipal Building
100 East First Street
Winston-Salem

Phone: 336-727-2087
Internet: www.cityofws.org/Home/Departments/Planning/Articles/Planning
Material: Aerial maps of Forsyth County 1951-Present
Research files on all properties listed in Forsyth County Architectural Inventory
C.A. Miller Map of Forsyth 1927

Winston-Salem Journal Library

418 North Marshall Street
Winston-Salem

Phone: 336-727-7275
Material: Newspaper records
Photo collection

Wake Forest University Library

Z. Smith Reynolds Library
Wake Forest University
Winston-Salem

Phone: 336-758-4931
Internet: www.wfu.edu/Library/
Material: U.S. Census reports
NC Baptist Historical Collection
Maps and local histories

Old Salem, Inc.

600 South Main Street
Winston-Salem

Phone: 336-721-7300
Internet: www.oldsalem.org/
Material: Books/maps/photo collection
Sanborn Maps 1885-1917
Bird's Eye View of Winston-Salem 1891
Information on property in Wachovia Tract

Moravian Church Archives

459 South Church Street
Winston-Salem

Phone: 336-722-1742
Internet: www.moravianarchives.org/
Material: Memoirs of Moravians
Maps
Early records of Wachovia

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Fries, Adelaide. Forsyth, A County on the March. Chapel Hill: University of North Carolina Press, 1949.

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McAlester, Virginia and Lee. A Field Guide to American Houses. New York: Alfred A. Knopf, 1986.

Kernersville Bicentennial Committee. Kernersville, North Carolina. Winston-Salem: Hunter Publishing Co., 1971; revised ed., 1976.

Stanley, Donald, ed.; Sheek, Ann E.; Hartman, Hazell R., compilers. Forsyth County, North Carolina, Cemetery Records. 5 Vols. Winston-Salem: Hunter Publishing Company.

Taylor, Gwynne Stephens. From Frontier to Factory: An Architectural Historic of Forsyth County. Winston-Salem: Winston-Salem/Forsyth County Historic Properties Commission, 1981.

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Tursi, Frank V. Winston-Salem: A History. Winston-Salem: John F. Blair Pub., 1994.

Winston-Salem Section, NC Chapter of the AIA. Architectural Guide Winston-Salem and Forsyth County. Winston-Salem: R.J. Reynolds Industries, 1978.

Core Collection

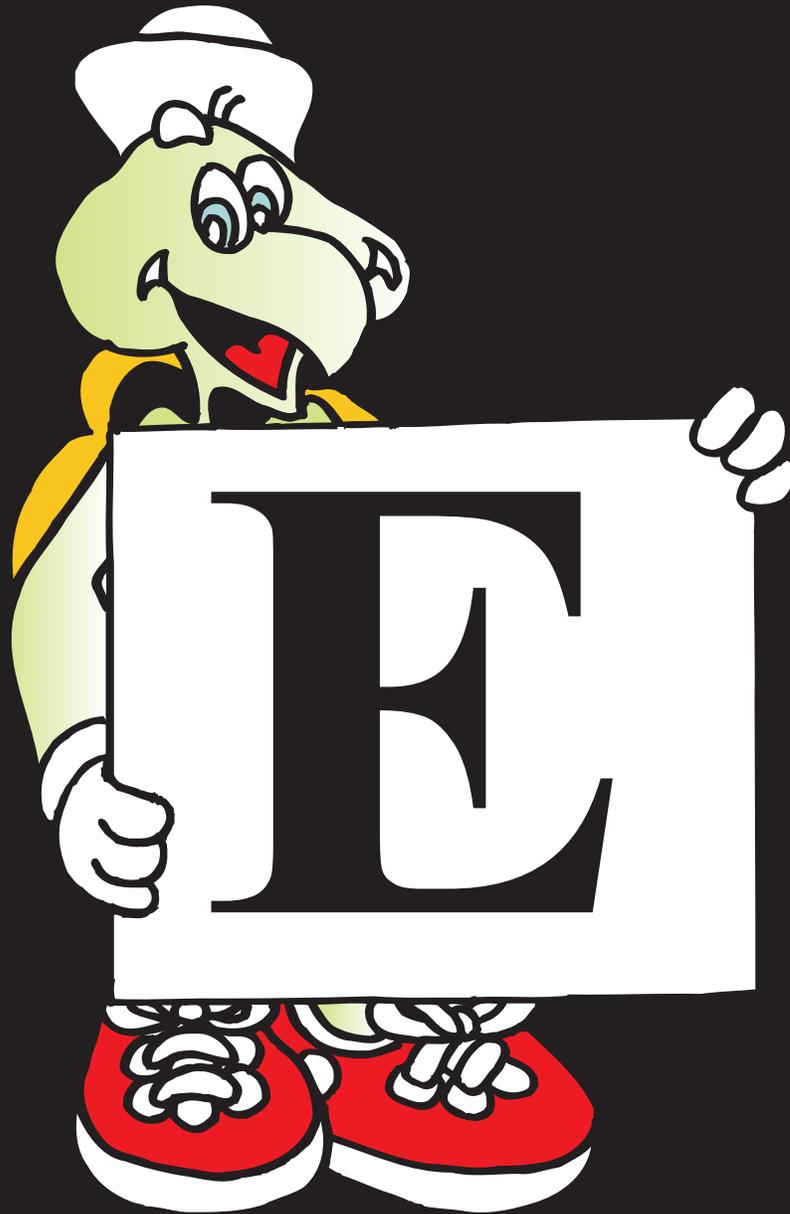
The Core Collection consists of basic county records on microfilm. The Forsyth County Public Library owns the Core Collections for Forsyth, Stokes, Surry and Rowan Counties. Forsyth Technical Community College has the same Core Collection, plus Davie, Wilkes, and Yadkin Counties.

Some Types of Records in the Core Collection

- Indexes to wills; devisor and devisee
- Records of wills; the clerk's recorded copy of the will (the original should be in the North Carolina Archives)
- Record of deeds; the clerk's recorded copy of the deed
- Index to real estate conveyances; grantors and grantees
- County court minutes; no index to these
- Court dockets, land entries, tax lists
- Estates records; holdings on microfilm differ from county to county - usually an index to administrators and executors plus records of settlements, etc. (the original loose estates papers are to be found only in the North Carolina Archives)
- Marriage records; marriage bonds and licenses

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COA Brochure



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A Guide to the Process

Certificates of
Appropriateness



Forsyth County
Historic Resources
Commission



Certificates of Appropriateness

A Guide to the Process

Forsyth County has an historic preservation ordinance to maintain, protect, and preserve the community's historic resources. One part of that ordinance allows the establishment of locally zoned historic districts and local historic landmark properties. Within these districts and individual properties, a design review process occurs. The Forsyth County Historic Resources Commission (HRC) is the twelve-member board appointed to conduct the design review process. This process involves making an application for and receiving a document called a Certificate of Appropriateness (COA) from the HRC. All work in the districts and landmarks must be in keeping with the design review guidelines that have been adopted for the particular district or the local landmark properties.

The Process

- ◆ If you are planning new construction, alteration, demolition, and/or relocation within any of the community's locally zoned historic districts or for a property designated as a local historic landmark, you must first apply for a COA by contacting Commission staff. They can advise you if your proposed work requires a COA.



- ◆ If a COA is required, Commission staff will determine whether to classify your project as "major" or "minor" work. Major work projects must be reviewed and approved by the HRC, whereas Minor Work projects can be approved by Commission staff.

- ◆ Regardless of whether a project is Major Work or Minor Work, a COA application has to be submitted. The application form must be completed in its entirety and must be accompanied by appropriate supporting materials such as site plans, project specifications, drawings and narratives explaining the proposed project.

- ◆ Applications for Minor Work are submitted to Commission staff and are generally approved within a few days. If Commission staff feels they cannot approve the proposed work, they forward it to the full Commission for review and a decision.

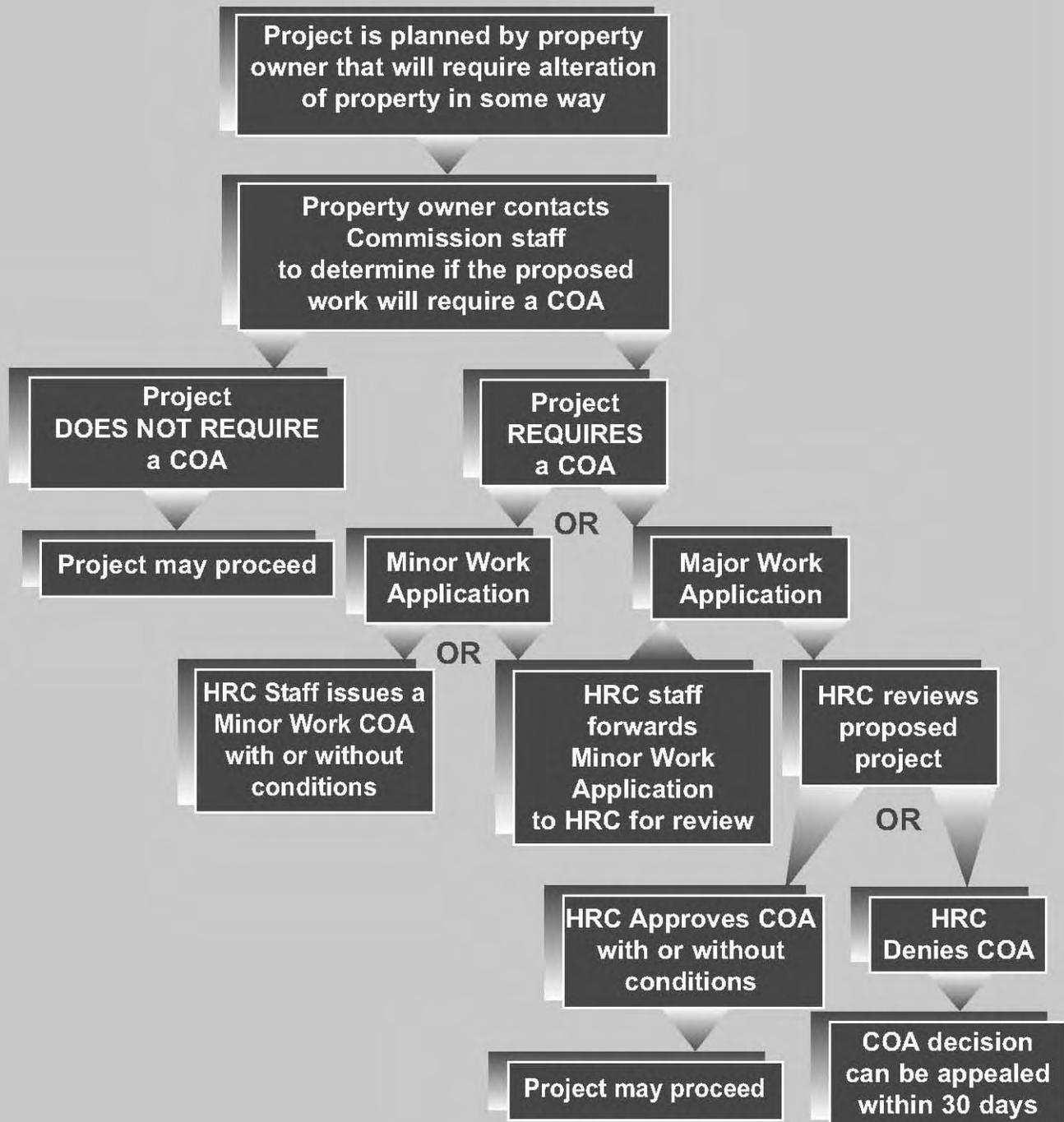
- ◆ Completed applications for Major Work must be submitted to Commission staff by the monthly COA filing deadline date. This date is 21 days prior to each Commission meeting (the first Wednesday of every month). A yearly calendar, showing meeting dates and filing deadlines, can be obtained from Commission staff or on the Commission's Web site.

- ◆ At the HRC meeting, the Commission reviews the application and determines if a COA should be issued. Public comment is encouraged at these meetings and it is strongly recommended that the applicant be present. The decision must be consistent with the appropriate set of design review guidelines, which are available from Commission staff.

- ◆ If your COA application is approved, you can then proceed with the work as approved or obtain any other necessary permits.

If your COA application is denied, you cannot initiate the project. You can resubmit an application if it is substantially different from the one denied. Additionally, decisions of the Commission can be appealed within 30 days of the decision to the appropriate Zoning Board of Adjustment.

Certificate of Appropriateness Process





REMEMBER

**Projects such as the following
(but not limited to)
require a COA
prior to initiating the work:**

- ◆ Exterior Siding Alteration
- ◆ Window Replacement
- ◆ Porch Alterations
- ◆ New Fence or Wall Installation
- ◆ Tree Removal
- ◆ Site Alterations

NEW

After-the-Fact COA Application Fee

After-the-Fact applications are extremely difficult and can create considerable problems for an applicant as well as the HRC. Work conducted without first obtaining a COA is a violation of the zoning ordinance. The HRC first attempts to rectify such situations by requiring the property owner to submit an After-the-Fact COA application.

**There are now fees imposed for
After-the-Fact COA applications.**

First Violation:	\$ 75.00
Second Violation:	\$150.00
Third Violation:	\$200.00

FOR MORE INFORMATION

**Forsyth County Historic Resources Commission
P.O. Box 2511 ◆ 100 East First Street
Winston-Salem, North Carolina 27102
Phone: 336-727-2087 or log on to our Web site:
www.ForsythCountyHRC.org**

COA Application Form



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Address of Property: _____

Tax Block Number(s): _____ Tax Lot Number(s): _____

Historic District: (Check One) Old Salem Historic West End Historic Overlay Bethabara

Local Historic Landmark: (Check One) Yes No

If yes, is the property located within one of the 3 historic districts listed above? (Check One) Yes No

District Name (if applicable): _____

Landmark Name: _____

Applicant/Contact: _____

Telephone Number (Daytime): _____

Mailing Address: Street or Box: _____

City, State and Zip: _____

Property Owner (if different from above): _____

Telephone Number (Daytime): _____

Mailing Address: Street or Box: _____

City, State and Zip _____

Project Architect/Engineer/Contractor (if applicable): _____

Telephone Number (Daytime): _____

Type of Work (Check All That Apply)

Exterior Alteration Landscaping/Site Alteration Interior Alteration (Local Historic Landmarks only)

New Construction or Addition Relocation Demolition

Submission Requirements Checklist

The application along with all supporting information must be filed at least twenty-one (21) days prior to the next regularly scheduled meeting of the Forsyth County Historic Resources Commission. The Commission meets the first Wednesday of each month at 4:00 pm in the Public Meeting Room, Fifth Floor, Bryce A. Stuart Municipal Building, 100 East First Street, Winston-Salem, NC.

- Thirteen (13) Copies of Application. Submit thirteen (13) copies of the application and all supporting documentation. Application forms or information sent via facsimile or e-mail will not be accepted.
- Detailed Description of Project. Attach a detailed and typewritten description of the activity for which you are seeking a Certificate of Appropriateness.
- Drawings, Samples, Site Plans, Etc. Submit plans, elevations, or other illustrative information necessary to explain the application. Such information would include detailed plans showing both existing and proposed conditions, material samples or product information, description of building materials, landscaping/site plans, photographs, etc. Architectural drawings, construction details, landscape plans, etc. should be printed on paper no larger than 11"x17."
- List of Adjoining Property Owners (not applicable for Local Historic Landmark properties). Submit a list of the names, mailing addresses, and tax block/lot numbers of property owners within 100 feet on all sides of the property, including across the street. This information may be obtained from the Forsyth County Tax Office at (336) 703-2300 or on the county's website at <http://www.forsyth.cc/tax/geodata.aspx>.

Refer to the reverse side of this form for further instructions on information to be submitted, as well as important notes related to the Certificate of Appropriateness process. Failure to supply adequate documentation or required materials will result in delays in processing the application and/or denial of the request. Revisions made to applications after submittal deadline and prior to the Commission hearing may be considered at the following month's hearing.

I, the undersigned, understand that if the Forsyth County Historic Resources Commission issues a Certificate of Appropriateness (COA) for the above work, the COA will be valid for a period of twelve (12) months from the date of issuance. If a building or demolition permit is required to perform work authorized by a COA, such permit must be obtained within twelve (12) months from the date of COA issuance. Failure to comply with the twelve (12) month time limit will expire the COA. The COA may be renewed by Commission staff within twelve (12) months of its original issuance. All other renewals of an expired COA may only be made by the Commission. The undersigned also acknowledges the fact that it will be necessary for the Commission members and/or staff to make site visits at any time before, during, or after the COA application review process, including for enforcement purposes.

Signature of Applicant/Contact

Date

Signature of Owner (if different)

Date

Information To Be Submitted With Application And Important Notes

Exterior Alteration

Describe clearly and in detail all work to be done.

Include the following items where appropriate:

- Sketches, photographs, specifications, product literature, or other description of proposed changes to the building façade or roof, new additions or site improvements. Accurate scaled drawings will be required for major changes in design for such items as roofs, facades, porches, or prominent architectural features.
- Paint color selections (Old Salem, Bethabara, and Local Historic Landmarks).
- Color and type of brick and/or mortar to be used.
- Samples of proposed materials when the original material will not be retained.
- Description of construction methods.

Landscaping/Site Alteration

Describe clearly and in detail all work to be done.

Include the following items where appropriate:

- Site information including the location of all trees, parking areas (including driveways), walls, fences, outbuildings, or other landscape features where major site improvements are proposed.
- Landscape plan with measured distances for new parking areas or other major site improvements.
- For landscape plantings, description of proposed species.
- If removing tree, provide approximate diameter (measure 4 ½' above ground level) and height of tree.

New Construction or Addition

Describe the nature of the proposed project.

Include the following items where appropriate:

- Site plan with measured distances.
- Elevation drawings of each façade, including description of fenestration and specifications that clearly show the proposed appearance of the project.
- Photograph(s) of the site.
- Paint color selections. (Old Salem, Bethabara, and Local Historic Landmarks)
- Samples or other description of materials to be used.
- Drawings or other description of site improvements: fences, walls, walks, lighting, pavement, patios, decks, etc.
- In the case of reconstruction, submit a summary of the history of the site. Where possible, historical documentation showing the proposed reconstruction should be submitted.

Relocation

- Give the reason for the relocation. Include photographs. If the structure is to be relocated within a District or Landmark property, describe the new site and any proposed changes.
- Describe any site features that will be altered or disturbed, including foundations, walls, driveways, vegetation, etc.
- Submit a site plan showing the placement of the relocated structure on the proposed new site.

Demolition

- Describe the structure and give the reason for demolition. Include photographs.
- Submit a timetable for demolition and clearing of the site.
- Describe in what condition the site will be left after demolition. In the event new construction will follow the demolition, refer to the *New Construction or Addition* section of this form.

Interior Alteration (Local Historic Landmarks only)

- Sketches, photographs, specifications, product literature, or other description of proposed changes to the interior space. Accurate scaled drawings will be required for major changes in design.
- Paint color selections.
- Samples of proposed materials when the original material will not be retained.
- Description of construction methods.

IMPORTANT NOTES:

The Commission reserves the right to require additional information if the Commission believes that the submission of such information is necessary to understand the nature of the intended activity. The Commission uses the Guidelines established for each District/Landmark to determine the appropriateness or inappropriateness of alterations, new construction or additions, relocation or demolition of historic properties. A copy of the Guidelines applicable to each District/Landmark is available by contacting Commission staff.

Any party has the right to appeal the Commission's decision to the appropriate Zoning Board of Adjustment (Winston-Salem, Forsyth County, Kernersville). An appeal must be filed within thirty (30) days of the Commission's decision. Questions regarding the appeals process should be directed to the appropriate Inspections Division (Winston-Salem and Forsyth County: 336-727-2628/Kernersville: 336-996-7166).

Although attendance by applicants at Commission meetings is not required, applicants are strongly encouraged to make every effort to attend. Failures to attend can result in the continuation or denial of a case if adequate information is not available to the Commission.

The Certificate of Appropriateness does not relieve the property owner from the responsibility of obtaining any other required permits. Building permits and other permits may be required even if a Certificate of Appropriateness is not required. For more information, contact the appropriate Inspections Division (Winston-Salem, Forsyth County, Kernersville).

A new COA application must be submitted for any changes to approved plans. Deviating from approved plans constitutes a violation of the zoning regulations and is subject to a civil penalty. The penalty is one hundred dollars (\$100). Failure to correct the violation within ten (10) days of the date of service of the notice, or the end of the period of any extensions, will result in the assessment of a civil penalty or other enforcement action. Each day of continuing violation shall constitute a separate violation.

Further details regarding Historic/Historic Overlay Districts and Local Historic Landmarks can be found in Chapter B, Article IV of the Unified Development Ordinance for Winston-Salem/Forsyth County.

RETURN APPLICATION TO:

Historic Resources Commission
c/o City-County Planning Board
P.O. Box 2511
Winston-Salem, North Carolina 27102
Phone: 336-727-2087

STAFF USE ONLY

Case Number: _____

Application Received: _____

Hearing Date: _____

Property/Landmark Name: _____

Inventory Number: _____

Commission Review:

Approved Approved with Conditions Denied

Continued until: _____

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Minor Works Provisions



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Minor Works projects are types of exterior work that are more substantial than Routine Maintenance, and can be reviewed by Historic Resources Commission staff. Minor Work projects are eligible for staff approval, provided that the projects meet all relevant current policies adopted by the Commission and the specifications of the *Old Salem or Bethabara Historic District Design Review Guidelines*.

Staff has the discretion to refer Minor Work projects to the Commission for any reason. Staff must refer Minor Work projects to the Commission if the changes involve alteration, addition, or removals that are substantial, do not meet the *Guidelines*, or are of a precedent-setting nature. Staff does not have the authority to deny a Minor Work project.

Before a Minor Work project can be reviewed, an applicant must first file this Certificate of Appropriateness (COA) application with Commission staff. Staff will review the application and issue a Minor Work COA, **if approved**. A copy of the approved COA will be sent to the applicant and the Inspections Division.

Staff will brief the Commission each month on Minor Work approved in the previous month.

For more information contact:

Forsyth County Historic Resources Commission
c/o City-County Planning Board
P.O. Box 2511
Winston-Salem, NC 27102
Phone: 336-747-7054
Fax: 336-748-3163

Address of Property: _____
Tax Block Number(s): _____ Tax Lot Number(s): _____
Name of Owner/Applicant: _____
Telephone Number (Daytime): _____
Mailing Address: Street or Box _____
City, State and Zip _____

★ **Please attach a detailed description of work including drawings, samples, site plans, and photos that are necessary to explain the requested work.** ★

List of Eligible Minor Work (Please check appropriate boxes):

- Minor work where the visual character of the structure or grounds is not changed. (Generally this will include work that is more substantial than routine maintenance as long as there is no change in material or appearance of the structure or grounds.)
- Exterior color changes when new colors are a return to the original color scheme.
- Removal of vegetation which is dead or diseased, or which is causing damage to a structure and where the problem cannot be corrected otherwise.
- Pruning and removal of trees by a commercial tree service or a utility company.
- Installation of mechanical equipment, such as heating and air conditioning units, which is completely screened from view with shrubbery or appropriate fencing.
- Underground utility work which does not change the appearance of the property.
- Installation of gutters and downspouts, roof ventilators on rear slopes, and chimney caps.
- Installation of house numbers and mail boxes.
- Installation of small identification signs which are 144 square inches or smaller.
- Repointing and other masonry repairs when the color and composition of the mortar matches the original, and new brick or stone matches the original.
- Replacement of missing or deteriorated siding and trim, porch flooring, columns and balustrades, or other architectural details, with new materials that are identical to the original.
- Repair or replacement of masonry foundations where the original foundation material is retained or where new materials match the original in materials, color, and appearance.
- Renewal of an expired Certificate of Appropriateness (within 12 months of issuance) where no change to approved plans is being proposed, and there has been no change to circumstances under which the Certificate was approved initially. Requests shall be submitted in writing and include explanation of and reasons for expiration of the previously issued approval.

I, the undersigned, understand that if the Forsyth County Historic Resources Commission issues a Certificate of Appropriateness (COA) for the above work, the COA will be valid for a period of twelve (12) months from the date of issuance. If a building or demolition permit is required to perform work authorized by a COA, such permit must be obtained within twelve (12) months from the date of COA issuance. Failure to comply with the twelve (12) time limit will expire the COA. The COA may be renewed by Commission staff within twelve (12) months of its original issuance. All other renewals of an expired COA may only be made by the Commission. The undersigned also acknowledges the fact that it will be necessary for the Commission members and/or staff to make site visits at any time before, during, or after the COA application review process, including for enforcement purposes.

Signature of Owner/Applicant

Date

Information To Be Submitted With Application And Important Notes

Exterior Alteration
Describe clearly and in detail all work to be done. Include the following items where appropriate:
<ul style="list-style-type: none"> ▪ Sketches, photographs, specifications, product literature, or other description of proposed changes to the building façade or roof, new additions or site improvements. Accurate scaled drawings will be required for major changes in design for such items as roofs, facades, porches, or prominent architectural features.
<ul style="list-style-type: none"> ▪ Color and type of brick and/or mortar to be used.
<ul style="list-style-type: none"> ▪ Samples of proposed materials when the original material will not be retained.
<ul style="list-style-type: none"> ▪ Description of construction methods.
Landscaping/Site Alteration
Describe clearly and in detail all work to be done. Include the following items where appropriate:
<ul style="list-style-type: none"> ▪ Site information including the location of all trees, parking areas (including driveways), walls, fences, outbuildings, or other landscape features where major site improvements are proposed.
<ul style="list-style-type: none"> ▪ Landscape plan with measured distances for new parking areas or other major site improvements.
<ul style="list-style-type: none"> ▪ For landscape plantings, description of proposed species.
<ul style="list-style-type: none"> ▪ If removing tree, provide approximate diameter (measure 4 ½' above ground level) and height of tree.
New Construction or Addition
Describe the nature of the proposed project. Include the following items where appropriate:
<ul style="list-style-type: none"> ▪ Site plan with measured distances.
<ul style="list-style-type: none"> ▪ Elevation drawings of each façade, including description of fenestration and specifications that clearly show the proposed appearance of the project.
<ul style="list-style-type: none"> ▪ Photograph(s) of the site.
<ul style="list-style-type: none"> ▪ Samples or other description of materials to be used.
<ul style="list-style-type: none"> ▪ Drawings or other description of site improvements: fences, walls, walks, lighting, pavement, patios, decks, etc.
<ul style="list-style-type: none"> ▪ In the case of reconstruction, submit a summary of the history of the site. Where possible, historical documentation showing the proposed reconstruction should be submitted.
Relocation
<ul style="list-style-type: none"> ▪ Give the reason for the relocation. Include photographs. If the structure is to be relocated within the District, describe the new site and any proposed changes.
<ul style="list-style-type: none"> ▪ Describe any site features that will be altered or disturbed, including foundations, walls, driveways, vegetation, etc.
<ul style="list-style-type: none"> ▪ Submit a site plan showing the placement of the relocated structure on the proposed new site.
Demolition
<ul style="list-style-type: none"> ▪ Describe the structure and give the reason for demolition. Include photographs.
<ul style="list-style-type: none"> ▪ Submit a timetable for demolition and clearing of the site.
<ul style="list-style-type: none"> ▪ Describe in what condition the site will be left after demolition. In the event new construction will follow the demolition, refer to the <i>New Construction or Addition</i> section of this form.

IMPORTANT NOTES:

The Commission reserves the right to require additional information if the submission of such information is necessary to understand the nature of the intended activity. The Commission uses the *Guidelines* established for each District to determine the appropriateness or inappropriateness of alterations, new construction or additions, relocation or demolition of historic properties. A copy of the *Guidelines* is available by contacting Commission staff.

Any party has the right to appeal the Commission's decision to the appropriate Zoning Board of Adjustment. An appeal must be filed within thirty (30) days of the Commission's decision. Questions regarding the appeals process should be directed to the appropriate Inspections Division at 336-727-2628.

The Certificate of Appropriateness does not relieve the property owner from the responsibility of obtaining any other required permits. Building permits and other permits may be required even if a Certificate of Appropriateness is not required. For more information contact the Inspections Division.

A new COA application must be submitted for any changes to approved plans. Deviating from approved plans constitutes a violation of the zoning regulations and is subject to a civil penalty. The penalty is one hundred dollars (\$100). Failure to correct the violation within ten (10) days of the date of service of the notice, or the end of the period of any extensions, will result in the assessment of a civil penalty or other enforcement action. Each day of continuing violation shall constitute a separate violation.

Further details regarding Historic/Historic Overlay Districts and Local Historic Landmarks can be found in Chapter B, Article IV of the Unified Development Ordinance for Winston-Salem/Forsyth County.



Minor Works projects are types of exterior work that are more substantial than Routine Maintenance, and can be reviewed by Historic Resources Commission staff. Minor Work projects are eligible for staff approval, provided that the projects meet all relevant current policies adopted by the Commission and the specifications of the *West End Historic Overlay District Design Review Guidelines*.

Staff has the discretion to refer Minor Work projects to the Commission for any reason. Staff must refer Minor Work projects to the Commission if the changes involve alteration, addition, or removals that are substantial, do not meet the *Guidelines*, or are of a precedent-setting nature. Staff does not have the authority to deny a Minor Work project or approve any after-the-Fact Minor Work projects.

Before a Minor Work project can be reviewed, an applicant must first file this Certificate of Appropriateness (COA) application with Commission staff. Staff will review the application and issue a Minor Work COA, if approved. A copy of the approved COA will be sent to the applicant and the Inspections Division.

Staff will brief the Commission each month on Minor Work approved in the previous month.

For more information contact:

Forsyth County Historic Resources Commission
c/o City-County Planning Board
P.O. Box 2511
Winston-Salem, NC 27102
Phone: 336-747-7054
Fax: 336-748-3163

Address of Property: _____
Tax Block Number(s): _____ Tax Lot Number(s): _____
Name of Owner/Applicant: _____
Telephone Number (Daytime): _____
Mailing Address: Street or Box _____
City, State and Zip _____

★ Please attach a detailed description of work including drawings, samples, site plans, and photos that are necessary to explain the requested work. ★

List of Eligible Minor Work (Please check appropriate boxes):

* For elements or locations not covered under Routine Maintenance (Routine Maintenance items are types of exterior work that a property owner may undertake without a Certificate of Appropriateness (COA) application to the Historic Resources Commission.) To determine whether a project falls within the category of Routine Maintenance refer to the Routine Maintenance section of the *Guidelines*.

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|---|--|--|
| <p>Foundations</p> <p><input type="checkbox"/> Alteration of Exposed Foundations *</p> <p>Masonry</p> <p><input type="checkbox"/> Construction/Alteration/ Removal of Masonry*</p> <p>Exterior Surfaces</p> <p><input type="checkbox"/> Alteration/Removal of Exterior Surfaces</p> <p>Roofs</p> <p><input type="checkbox"/> Alteration of Roof Coverings *</p> <p>Chimneys</p> <p><input type="checkbox"/> Construction/Alteration/Removal of Chimneys</p> <p>Vents and Ventilators</p> <p><input type="checkbox"/> Installation/Alteration/Removal of Vents and Ventilators</p> <p>Satellite Dishes/Television Antennas</p> <p><input type="checkbox"/> Installation of Satellite Dishes and/or Television Antennas *</p> <p>Doors</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Existing Doors</p> <p><input type="checkbox"/> Installation of New Doors</p> <p><input type="checkbox"/> Installation/Alteration/Removal of Storm Doors (other than the "Full-view" type covered under Routine Maintenance)</p> <p>Windows</p> <p><input type="checkbox"/> Alteration/Removal of Existing Windows</p> <p><input type="checkbox"/> Installation of New Windows</p> <p>Awnings, Canopies, Shutters</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Existing Awnings, Canopies, or Shutters</p> <p><input type="checkbox"/> Installation of New Awnings, Canopies, or Shutters</p> <p>Porches</p> <p><input type="checkbox"/> Alteration of Existing Porches *</p> | <p>Appurtenant Site Features and Accessory Site Features</p> <p><input type="checkbox"/> Addition/Alteration/Removal of Other Appurtenant Features and Accessory Site Features not Specifically Listed</p> <p>Decks</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Existing Decks</p> <p><input type="checkbox"/> Construction of New Decks</p> <p>Patios</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Existing Patios</p> <p><input type="checkbox"/> Construction of New Patios</p> <p>Mechanical Equipment</p> <p><input type="checkbox"/> Installation/Removal of Mechanical Equipment, such as Heating and Air Condition Units *</p> <p><input type="checkbox"/> Installation of Air Conditioners in Windows*</p> <p>Accessory Structures or Buildings</p> <p><input type="checkbox"/> Alteration of Existing Accessory Structures or Buildings (total floor area up to 150 Sq. Ft.)</p> <p><input type="checkbox"/> New Accessory Structures or Buildings that are not Substantially Visible from a Street (total floor area up to 150 Sq. Ft.)</p> <p><input type="checkbox"/> Removal of Existing Accessory Structures or Buildings which are not Architecturally or Historically Significant</p> <p>Landscape Elements</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Gardens, Planting Beds, or Shrubbery (which affects greater than 25% of front yard area from building face; 50% of total side and rear yard area)</p> <p><input type="checkbox"/> Review of Landscape Master Plans</p> <p><input type="checkbox"/> Planting of New Trees</p> <p><input type="checkbox"/> Removal of Dead, Diseased, or Dangerous Trees (for mature size 8" and greater in diameter, measured 4 1/2" above ground level)</p> | <p>Fences, Walls, Hedges, Other Screen Plantings</p> <p><input type="checkbox"/> Construction of New Fences, Walls, Hedges or Other Screen Plantings</p> <p><input type="checkbox"/> Removal of Existing Fences, Walls, Hedges or Other Screen Plantings</p> <p>Walks</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Existing Walks*</p> <p><input type="checkbox"/> Construction of New Walks</p> <p>Driveways</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Existing Driveways</p> <p><input type="checkbox"/> Construction of New Driveways</p> <p>Lighting Fixtures</p> <p><input type="checkbox"/> Installation/Alteration/Removal of Exterior Lighting Fixtures*</p> <p>Swimming Pools</p> <p><input type="checkbox"/> Removal of Swimming Pools</p> <p>Previous and Expired COAs</p> <p><input type="checkbox"/> Changes to Previous COAs</p> <p><input type="checkbox"/> Renewals of COAs</p> <p>Temporary Features</p> <p><input type="checkbox"/> Installation/Alteration/Removal of Temporary Features that are Necessary to Ease Difficulties Associated with a Medical Condition</p> <p>Temporary Features-Emergency Installation</p> <p><input type="checkbox"/> Emergency Installation of Temporary Features to Protect a Historic Resource (that do not permanently alter the resource); for a Duration of No More Than 6 Months</p> <p>Exterior Stairs and Steps</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Exterior Stairs and Steps</p> <p><input type="checkbox"/> Construction of New Exterior Stairs and Steps</p> <p>Architectural Details</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Architectural Details*</p> |
|---|--|--|

I, the undersigned, understand that if the Forsyth County Historic Resources Commission issues a Certificate of Appropriateness (COA) for the above work, the COA will be valid for a period of twelve (12) months from the date of issuance. If a building or demolition permit is required to perform work authorized by a COA, such permit must be obtained within twelve (12) months from the date of COA issuance. Failure to comply with the twelve (12) month time limit will expire the COA. The COA may be renewed by Commission staff within twelve (12) months of its original issuance. All other renewals of an expired COA may only be made by the Commission. The undersigned also acknowledges the fact that it will be necessary for the Commission members and/or staff to make site visits at any time before, during, or after the COA application review process, including for enforcement purposes.

Signature of Owner/Applicant

Date

Information To Be Submitted With Application And Important Notes

Exterior Alteration
Describe clearly and in detail all work to be done. Include the following items where appropriate:
<ul style="list-style-type: none"> ▪ Sketches, photographs, specifications, product literature, or other description of proposed changes to the building façade or roof, new additions or site improvements. Accurate scaled drawings will be required for major changes in design for such items as roofs, facades, porches, or prominent architectural features. ▪ Color and type of brick and/or mortar to be used. ▪ Samples of proposed materials when the original material will not be retained. ▪ Description of construction methods.
Landscaping/Site Alteration
Describe clearly and in detail all work to be done. Include the following items where appropriate:
<ul style="list-style-type: none"> ▪ Site information including the location of all trees, parking areas (including driveways), walls, fences, outbuildings, or other landscape features where major site improvements are proposed. ▪ Landscape plan with measured distances for new parking areas or other major site improvements. ▪ For landscape plantings, description of proposed species. ▪ If removing tree, provide approximate diameter (measure 4 ½' above ground level) and height of tree.
New Construction or Addition
Describe the nature of the proposed project. Include the following items where appropriate:
<ul style="list-style-type: none"> ▪ Site plan with measured distances. ▪ Elevation drawings of each façade, including description of fenestration and specifications that clearly show the proposed appearance of the project. ▪ Photograph(s) of the site. ▪ Samples or other description of materials to be used. ▪ Drawings or other description of site improvements: fences, walls, walks, lighting, pavement, patios, decks, etc. ▪ In the case of reconstruction, submit a summary of the history of the site. Where possible, historical documentation showing the proposed reconstruction should be submitted.
Relocation
<ul style="list-style-type: none"> ▪ Give the reason for the relocation. Include photographs. If the structure is to be relocated within the District, describe the new site and any proposed changes. ▪ Describe any site features that will be altered or disturbed, including foundations, walls, driveways, vegetation, etc. ▪ Submit a site plan showing the placement of the relocated structure on the proposed new site.
Demolition
<ul style="list-style-type: none"> ▪ Describe the structure and give the reason for demolition. Include photographs. ▪ Submit a timetable for demolition and clearing of the site. ▪ Describe in what condition the site will be left after demolition. In the event new construction will follow the demolition, refer to the <i>New Construction or Addition</i> section of this form.

IMPORTANT NOTES:

The Commission reserves the right to require additional information if the submission of such information is necessary to understand the nature of the intended activity. The Commission uses the *Guidelines* established for District to determine the appropriateness or inappropriateness of alterations, new construction or additions, relocation or demolition of historic properties. A copy of the *Guidelines* is available by contacting Commission staff.

Any party has the right to appeal the Commission's decision to the appropriate Zoning Board of Adjustment. An appeal must be filed within thirty (30) days of the Commission's decision. Questions regarding the appeals process should be directed to the appropriate Inspections Division at 336-727-2628.

The Certificate of Appropriateness does not relieve the property owner from the responsibility of obtaining any other required permits. Building permits and other permits may be required even if a Certificate of Appropriateness is not required. For more information contact the Inspections Division.

A new COA application must be submitted for any changes to approved plans. Deviating from approved plans constitutes a violation of the zoning regulations and is subject to a civil penalty. The penalty is one hundred dollars (\$100). Failure to correct the violation within ten (10) days of the date of service of the notice, or the end of the period of any extensions, will result in the assessment of a civil penalty or other enforcement action. Each day of continuing violation shall constitute a separate violation.

Further details regarding Historic/Historic Overlay Districts and Local Historic Landmarks can be found in Chapter B, Article IV of the Unified Development Ordinance for Winston-Salem/Forsyth County.



Minor Works projects are types of work that are more substantial than Routine Maintenance, and can be reviewed by Historic Resources Commission staff. Minor Work projects are eligible for staff approval, provided that the projects meet all relevant current policies adopted by the Commission and the specifications of the *Forsyth County Design Guidelines for Local Historic Landmarks*.

Staff has the discretion to refer Minor Work projects to the Commission for any reason. Staff must refer Minor Work projects to the Commission if the changes involve alteration, addition, or removals that are substantial, do not meet the *Guidelines*, or are of a precedent-setting nature. Staff does not have the authority to deny a Minor Work project.

Before a Minor Work project can be reviewed, an applicant must first file this Certificate of Appropriateness (COA) application with Commission staff. Staff will review the application and issue a Minor Work COA, if approved. A copy of the approved COA will be sent to the applicant and the Inspections Division.

Staff will brief the Commission each month on Minor Work approved in the previous month.

For more information contact:

Forsyth County Historic Resources Commission
c/o City-County Planning Board
P.O. Box 2511
Winston-Salem, NC 27102
Phone: 336-747-7054
Fax: 336-748-3163

Address of Property: _____
 Tax Block Number(s): _____ Tax Lot Number(s): _____
 Name of Owner/Applicant: _____
 Telephone Number (Daytime): _____
 Mailing Address: Street or Box _____
 City, State and Zip _____

★ Please attach a detailed description of work including drawings, samples, site plans, and photos that are necessary to explain the requested work. ★

List of Eligible Minor Work (Please check appropriate boxes):

- Minor work where the visual character of the structure is not changed. (Generally this will include work that is more substantial than ordinary maintenance as long as there is no change in materials or appearance of the structure. Example: replacement of a deteriorated front porch floor when new material matches the original.)
- Repair or replacement of asphalt or fiberglass roof coverings with a similar material in its color, texture and general appearance. Repair or replacement of slate or tile roof coverings where there is no change in materials. Repair or replacement of flat roofs with a material of similar appearance.
- Repair or replacement of existing fences of wood, stone, brick or cast iron, which comply with the local code and are of the same appearance and material as the original.
- Exterior color changes when new colors are a return to the original color scheme.
- Removal of vegetation which is dead or diseased or which is causing damage to a structure and where the problem cannot be corrected otherwise.
- Installation of mechanical equipment such as heating and air conditioning units which are completely screened from view with shrubbery or appropriate fencing.
- Repair or replacement of masonry foundations where the original foundation material is retained or where new material matches the original in material, color, and appearance. Installation of metal foundation vents (on sides and rear only), and replacement of wood access doors. Installation of foundation access doors which cannot be seen from the street.
- Repointing and other masonry repairs when the color and composition (hardness and texture) of the mortar matches the original, and new brick or stone matches the original.
- One small identification sign per property made of wood or metal (144 square inches or smaller) of compatible color.
- Removal of asbestos, asphalt, or other artificial siding when the original siding is to be repaired and/or restored and painted.
- Replacement of missing or deteriorated siding and trim, porch floors, ceilings, columns and balustrades, or architectural details, with new materials that are identical to the original.
- Underground utility work which does not change the appearance of the property.
- Renewal of an expired Certificate of Appropriateness where no change to approved plans is being proposed, and there has been no change to circumstances under which the Certificate was approved initially. Requests shall be submitted in writing and include explanation of and reasons for expiration of the previously issued approval.
- Division and partitioning of interior space which does not alter the historic building fabric, or removal of interior partitions which are clearly not part of the historic building fabric.
- Resurfacing of driveways, parking areas, walks and terraces with similar materials.

I, the undersigned, understand that if the Forsyth County Historic Resources Commission issues a Certificate of Appropriateness (COA) for the above work, the COA will be valid for a period of twelve (12) months from the date of issuance. If a building or demolition permit is required to perform work authorized by a COA, such permit must be obtained within twelve (12) months from the date of COA issuance. Failure to comply with the twelve (12) month time limit will expire the COA. The COA may be renewed by Commission staff within twelve (12) months of its original issuance. All other renewals of an expired COA may only be made by the Commission. The undersigned also acknowledges the fact that it will be necessary for the Commission members and/or staff to make site visits at any time before, during, or after the COA application review process, including for enforcement purposes.

Signature of Owner/Applicant

Date

Information To Be Submitted With Application And Important Notes

Exterior Alteration
Describe clearly and in detail all work to be done. Include the following items where appropriate:
<ul style="list-style-type: none">▪ Sketches, photographs, specifications, product literature, or other description of proposed changes to the building façade or roof, new additions or site improvements. Accurate scaled drawings will be required for major changes in design for such items as roofs, facades, porches, or prominent architectural features.▪ Color and type of brick and/or mortar to be used.▪ Samples of proposed materials when the original material will not be retained.▪ Description of construction methods.
Interior Alteration
<ul style="list-style-type: none">▪ Sketches, photographs, specifications, product literature, or other description of proposed changes to the interior space. Accurate scaled drawings will be required for major changes in design.▪ Paint color selections.▪ Samples of proposed materials when the original material will not be retained.▪ Description of construction methods.
Landscaping/Site Alteration
Describe clearly and in detail all work to be done. Include the following items where appropriate:
<ul style="list-style-type: none">▪ Site information including the location of all trees, parking areas (including driveways), walls, fences, outbuildings, or other landscape features where major site improvements are proposed.▪ Landscape plan with measured distances for new parking areas or other major site improvements.▪ For landscape plantings, description of proposed species.▪ If removing tree, provide approximate diameter (measure 4 ½' above ground level) and height of tree.
New Construction or Addition
Describe the nature of the proposed project. Include the following items where appropriate:
<ul style="list-style-type: none">▪ Site plan with measured distances.▪ Elevation drawings of each façade, including description of fenestration and specifications that clearly show the proposed appearance of the project.▪ Photograph(s) of the site.▪ Samples or other description of materials to be used.▪ Drawings or other description of site improvements: fences, walls, walks, lighting, pavement, patios, decks, etc.▪ In the case of reconstruction, submit a summary of the history of the site. Where possible, historical documentation showing the proposed reconstruction should be submitted.
Relocation
<ul style="list-style-type: none">▪ Give the reason for the relocation. Include photographs. If the structure is to be relocated within the designed property, describe the new site and any proposed changes.▪ Describe any site features that will be altered or disturbed, including foundations, walls, driveways, vegetation, etc.▪ Submit a site plan showing the placement of the relocated structure on the proposed new site.
Demolition
<ul style="list-style-type: none">▪ Describe the structure and give the reason for demolition. Include photographs.▪ Submit a timetable for demolition and clearing of the site.▪ Describe in what condition the site will be left after demolition. In the event new construction will follow the demolition, refer to the <i>New Construction or Addition</i> section of this form.

IMPORTANT NOTES:

The Commission reserves the right to require additional information if the submission of such information is necessary to understand the nature of the intended activity. The Commission uses the *Guidelines* established for Local Historic Landmarks to determine the appropriateness or inappropriateness of alterations, new construction or additions, relocation or demolition of historic properties. A copy of the *Guidelines* is available by contacting Commission staff.

Any party has the right to appeal the Commission's decision to the appropriate Zoning Board of Adjustment. An appeal must be filed within thirty (30) days of the Commission's decision. Questions regarding the appeals process should be directed to the appropriate Inspections Division (Winston-Salem and Forsyth County: 336-727-2628/Kernersville: 336-996-7166).

The Certificate of Appropriateness does not relieve the property owner from the responsibility of obtaining any other required permits. Building permits and other permits may be required even if a Certificate of Appropriateness is not required. For more information contact the appropriate Inspections Division.

A new COA application must be submitted for any changes to approved plans. Deviating from approved plans constitutes a violation of the zoning regulations and is subject to a civil penalty. The penalty is one hundred dollars (\$100). Failure to correct the violation within ten (10) days of the date of service of the notice, or the end of the period of any extensions, will result in the assessment of a civil penalty or other enforcement action. Each day of continuing violation shall constitute a separate violation.

Further details regarding Historic/Historic Overlay Districts and Local Historic Landmarks can be found in Chapter B, Article IV of the Unified Development Ordinance for Winston-Salem/Forsyth County.

NC Historic Preservation Enabling Legislation



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Part 3C. Historic Districts and Landmarks.

§ 160A-400.1. Legislative findings.

The historical heritage of our State is one of our most valued and important assets. The conservation and preservation of historic districts and landmarks stabilize and increase property values in their areas and strengthen the overall economy of the State. This Part authorizes cities and counties of the State within their respective zoning jurisdictions and by means of listing, regulation, and acquisition:

- (1) To safeguard the heritage of the city or county by preserving any district or landmark therein that embodies important elements of its culture, history, architectural history, or prehistory; and
- (2) To promote the use and conservation of such district or landmark for the education, pleasure and enrichment of the residents of the city or county and the State as a whole. (1989, c. 706, s. 2.)

§ 160A-400.2. Exercise of powers by counties as well as cities.

The term "municipality" or "municipal" as used in G.S. 160A-400.1 through 160A-400.14 shall be deemed to include the governing board or legislative board of a county, to the end that counties may exercise the same powers as cities with respect to the establishment of historic districts and designation of landmarks. (1989, c. 706, s. 2; 1989 (Reg. Sess., 1990), c. 1024, s. 40.)

§ 160A-400.3. Character of historic district defined.

Historic districts established pursuant to this Part shall consist of areas which are deemed to be of special significance in terms of their history, prehistory, architecture, and/or culture, and to possess integrity of design, setting, materials, feeling, and association. (1989, c. 706, s. 2.)

§ 160A-400.4. Designation of historic districts.

Any municipal governing board may, as part of a zoning or other ordinance enacted or amended pursuant to this Article, designate and from time to time amend one or more historic districts within the area subject to the ordinance. Such ordinance may treat historic districts either as a separate use district classification or as districts which overlay other zoning districts. Where historic districts are designated as separate use districts, the zoning ordinance may include as uses by right or as conditional uses those uses found by the Preservation Commission to have existed during the period sought to be restored or preserved, or to be compatible with the restoration or preservation of the district.

No historic district or districts shall be designated until:

- (1) An investigation and report describing the significance of the buildings, structures, features, sites or surroundings included in

any such proposed district, and a description of the boundaries of such district has been prepared, and

- (2) The Department of Cultural Resources, acting through the State Historic Preservation Officer or his or her designee, shall have made an analysis of and recommendations concerning such report and description of proposed boundaries. Failure of the department to submit its written analysis and recommendations to the municipal governing board within 30 calendar days after a written request for such analysis has been received by the Department of Cultural Resources shall relieve the municipality of any responsibility for awaiting such analysis, and said board may at any time thereafter take any necessary action to adopt or amend its zoning ordinance.

The municipal governing board may also, in its discretion, refer the report and proposed boundaries to any local preservation commission or other interested body for its recommendations prior to taking action to amend the zoning ordinance. With respect to any changes in the boundaries of such district subsequent to its initial establishment, or the creation of additional districts within the jurisdiction, the investigative studies and reports required by subdivision (1) of this section shall be prepared by the preservation commission, and shall be referred to the local planning agency for its review and comment according to procedures set forth in the zoning ordinance. Changes in the boundaries of an initial district or proposal for additional districts shall also be submitted to the Department of Cultural Resources in accordance with the provisions of subdivision (2) of this section.

On receipt of these reports and recommendations, the municipality may proceed in the same manner as would otherwise be required for the adoption or amendment of any appropriate zoning ordinance provisions. (1989, c. 706, s. 2.)

§ 160A-400.5. Designation of landmarks; adoption of an ordinance; criteria for designation.

Upon complying with G.S. 160A-400.6, the governing board may adopt and from time to time amend or repeal an ordinance designating one or more historic landmarks. No property shall be recommended for designation as a historic landmark unless it is deemed and found by the preservation commission to be of special significance in terms of its historical, prehistorical, architectural, or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling and/or association.

The ordinance shall describe each property designated in the ordinance, the name or names of the owner or owners of the property, those elements of the property that are integral to its historical, architectural, or prehistorical value, including the land area of the property so designated, and any other information the governing board deems necessary. For each building, structure, site, area, or

object so designated as a historic landmark, the ordinance shall require that the waiting period set forth in this Part be observed prior to its demolition. For each designated landmark, the ordinance may also provide for a suitable sign on the property indicating that the property has been so designated. If the owner consents, the sign shall be placed upon the property. If the owner objects, the sign shall be placed on a nearby public right-of-way. (1989, c. 706, s. 2.)

§ 160A-400.6. Required landmark designation procedures.

As a guide for the identification and evaluation of landmarks, the commission shall undertake, at the earliest possible time and consistent with the resources available to it, an inventory of properties of historical, architectural, prehistorical, and cultural significance within its jurisdiction. Such inventories and any additions or revisions thereof shall be submitted as expeditiously as possible to the Office of Archives and History. No ordinance designating a historic building, structure, site, area or object as a landmark nor any amendment thereto may be adopted, nor may any property be accepted or acquired by a preservation commission or the governing board of a municipality, until all of the following procedural steps have been taken:

- (1) The preservation commission shall (i) prepare and adopt rules of procedure, and (ii) prepare and adopt principles and guidelines, not inconsistent with this Part, for altering, restoring, moving, or demolishing properties designated as landmarks.
- (2) The preservation commission shall make or cause to be made an investigation and report on the historic, architectural, prehistorical, educational or cultural significance of each building, structure, site, area or object proposed for designation or acquisition. Such investigation or report shall be forwarded to the Office of Archives and History, North Carolina Department of Cultural Resources.
- (3) The Department of Cultural Resources, acting through the State Historic Preservation Officer shall either upon request of the department or at the initiative of the preservation commission be given an opportunity to review and comment upon the substance and effect of the designation of any landmark pursuant to this Part. Any comments shall be provided in writing. If the Department does not submit its comments or recommendation in connection with any designation within 30 days following receipt by the Department of the investigation and report of the commission, the commission and any city or county governing board shall be relieved of any responsibility to consider such comments.
- (4) The preservation commission and the governing board shall hold a joint public hearing or separate public hearings on the proposed

ordinance. Reasonable notice of the time and place thereof shall be given. All meetings of the commission shall be open to the public, in accordance with the North Carolina Open Meetings Law, Chapter 143, Article 33C.

- (5) Following the joint public hearing or separate public hearings, the governing board may adopt the ordinance as proposed, adopt the ordinance with any amendments it deems necessary, or reject the proposed ordinance.
- (6) Upon adoption of the ordinance, the owners and occupants of each designated landmark shall be given written notification of such designation insofar as reasonable diligence permits. One copy of the ordinance and all amendments thereto shall be filed by the preservation commission in the office of the register of deeds of the county in which the landmark or landmarks are located. Each designated landmark shall be indexed according to the name of the owner of the property in the grantee and grantor indexes in the register of deeds office, and the preservation commission shall pay a reasonable fee for filing and indexing. In the case of any landmark property lying within the zoning jurisdiction of a city, a second copy of the ordinance and all amendments thereto shall be kept on file in the office of the city or town clerk and be made available for public inspection at any reasonable time. A third copy of the ordinance and all amendments thereto shall be given to the city or county building inspector. The fact that a building, structure, site, area or object has been designated a landmark shall be clearly indicated on all tax maps maintained by the county or city for such period as the designation remains in effect.
- (7) Upon the adoption of the landmarks ordinance or any amendment thereto, it shall be the duty of the preservation commission to give notice thereof to the tax supervisor of the county in which the property is located. The designation and any recorded restrictions upon the property limiting its use for preservation purposes shall be considered by the tax supervisor in appraising it for tax purposes. (1989, c. 706, s. 2; 2002-159, s. 35(m).)

§ 160A-400.7. Historic Preservation Commission.

Before it may designate one or more landmarks or historic districts, a municipality shall establish or designate a historic preservation commission. The municipal governing board shall determine the number of the members of the commission, which shall be at least three, and the length of their terms, which shall be no greater than four years. A majority of the members of such a

commission shall have demonstrated special interest, experience, or education in history, architecture, archaeology, or related fields. All the members shall reside within the territorial jurisdiction of the municipality as established pursuant to G.S. 160A-360. The commission may appoint advisory bodies and committees as appropriate.

In lieu of establishing a historic preservation commission, a municipality may designate as its historic preservation commission, (i) a separate historic districts commission or a separate historic landmarks commission established pursuant to this Part to deal only with historic districts or landmarks respectively, (ii) a planning board established pursuant to this Article, or (iii) a community appearance commission established pursuant to Part 7 of this Article. In order for a commission or board other than the preservation commission to be designated, at least three of its members shall have demonstrated special interest, experience, or education in history, architecture, or related fields. At the discretion of the municipality the ordinance may also provide that the preservation commission may exercise within a historic district any or all of the powers of a planning board or a community appearance commission.

A county and one or more cities in the county may establish or designate a joint preservation commission. If a joint commission is established or designated, the county and cities involved shall determine the residence requirements of members of the joint preservation commission. (1989, c. 706, s. 2; 2005-418, s. 12.)

§ 160A-400.8. Powers of the Historic Preservation Commission.

A preservation commission established pursuant to this Part may, within the zoning jurisdiction of the municipality:

- (1) Undertake an inventory of properties of historical, prehistorical, architectural, and/or cultural significance;
- (2) Recommend to the municipal governing board areas to be designated by ordinance as "Historic Districts"; and individual structures, buildings, sites, areas, or objects to be designated by ordinance as "Landmarks";
- (3) Acquire by any lawful means the fee or any lesser included interest, including options to purchase, to properties within established districts or to any such properties designated as landmarks, to hold, manage, preserve, restore and improve the same, and to exchange or dispose of the property by public or private sale, lease or otherwise, subject to covenants or other legally binding restrictions which will secure appropriate rights of public access and promote the preservation of the property;
- (4) Restore, preserve and operate historic properties;
- (5) Recommend to the governing board that designation of any area as a historic district or part thereof, or designation of any

building, structure, site, area, or object as a landmark, be revoked or removed for cause;

- (6) Conduct an educational program with respect to historic properties and districts within its jurisdiction;
- (7) Cooperate with the State, federal, and local governments in pursuance of the purposes of this Part. The governing board or the commission when authorized by the governing board may contract with the State, or the United States of America, or any agency of either, or with any other organization provided the terms are not inconsistent with State or federal law;
- (8) Enter, solely in performance of its official duties and only at reasonable times, upon private lands for examination or survey thereof. However, no member, employee or agent of the commission may enter any private building or structure without the express consent of the owner or occupant thereof;
- (9) Prepare and recommend the official adoption of a preservation element as part of the municipality's comprehensive plan;
- (10) Review and act upon proposals for alterations, demolitions, or new construction within historic districts, or for the alteration or demolition of designated landmarks, pursuant to this Part; and
- (11) Negotiate at any time with the owner of a building, structure, site, area, or object for its acquisition or its preservation, when such action is reasonably necessary or appropriate. (1989, c. 706, s. 2.)

§ 160A-400.9. Certificate of appropriateness required.

(a) From and after the designation of a landmark or a historic district, no exterior portion of any building or other structure (including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features), nor above-ground utility structure nor any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished on such landmark or within such district until after an application for a certificate of appropriateness as to exterior features has been submitted to and approved by the preservation commission. The municipality shall require such a certificate to be issued by the commission prior to the issuance of a building permit or other permit granted for the purposes of constructing, altering, moving, or demolishing structures, which certificate may be issued subject to reasonable conditions necessary to carry out the purposes of this Part. A certificate of appropriateness shall be required whether or not a building or other permit is required.

For purposes of this Part, "exterior features" shall include the architectural style, general design, and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, light fixtures,

signs, and other appurtenant fixtures. In the case of outdoor advertising signs, "exterior features" shall be construed to mean the style, material, size, and location of all such signs. Such "exterior features" may, in the discretion of the local governing board, include historic signs, color, and significant landscape, archaeological, and natural features of the area.

Except as provided in (b) below, the commission shall have no jurisdiction over interior arrangement and shall take no action under this section except to prevent the construction, reconstruction, alteration, restoration, moving, or demolition of buildings, structures, appurtenant fixtures, outdoor advertising signs, or other significant features in the district which would be incongruous with the special character of the landmark or district.

(b) Notwithstanding subsection (a) of this section, jurisdiction of the commission over interior spaces shall be limited to specific interior features of architectural, artistic or historical significance in publicly owned landmarks; and of privately owned historic landmarks for which consent for interior review has been given by the owner. Said consent of an owner for interior review shall bind future owners and/or successors in title, provided such consent has been filed in the office of the register of deeds of the county in which the property is located and indexed according to the name of the owner of the property in the grantee and grantor indexes. The landmark designation shall specify the interior features to be reviewed and the specific nature of the commission's jurisdiction over the interior.

(c) Prior to any action to enforce a landmark or historic district ordinance, the commission shall (i) prepare and adopt rules of procedure, and (ii) prepare and adopt principles and guidelines not inconsistent with this Part for new construction, alterations, additions, moving and demolition. The ordinance may provide, subject to prior adoption by the preservation commission of detailed standards, for the review and approval by an administrative official of applications for a certificate of appropriateness or of minor works as defined by ordinance; provided, however, that no application for a certificate of appropriateness may be denied without formal action by the preservation commission.

Prior to issuance or denial of a certificate of appropriateness the commission shall take such steps as may be reasonably required in the ordinance and/or rules of procedure to inform the owners of any property likely to be materially affected by the application, and shall give the applicant and such owners an opportunity to be heard. In cases where the commission deems it necessary, it may hold a public hearing concerning the application. All meetings of the commission shall be open to the public, in accordance with the North Carolina Open Meetings Law, Chapter 143, Article 33C.

(d) All applications for certificates of appropriateness shall be reviewed and acted upon within a reasonable time, not to exceed 180 days from the date the application for a certificate of appropriateness is filed, as defined by the ordinance or the commission's rules of procedure. As part of its review procedure, the commission may view the premises and seek the advice of the Division of

Archives and History or such other expert advice as it may deem necessary under the circumstances.

(e) An appeal may be taken to the Board of Adjustment from the commission's action in granting or denying any certificate, which appeals (i) may be taken by any aggrieved party, (ii) shall be taken within times prescribed by the preservation commission by general rule, and (iii) shall be in the nature of certiorari. Any appeal from the Board of Adjustment's decision in any such case shall be heard by the superior court of the county in which the municipality is located.

(f) All of the provisions of this Part are hereby made applicable to construction, alteration, moving and demolition by the State of North Carolina, its political subdivisions, agencies and instrumentalities, provided however they shall not apply to interiors of buildings or structures owned by the State of North Carolina. The State and its agencies shall have a right of appeal to the North Carolina Historical Commission or any successor agency assuming its responsibilities under G.S. 121-12(a) from any decision of a local preservation commission. The commission shall render its decision within 30 days from the date that the notice of appeal by the State is received by it. The current edition of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings shall be the sole principles and guidelines used in reviewing applications of the State for certificates of appropriateness. The decision of the commission shall be final and binding upon both the State and the preservation commission. (1989, c. 706, s. 2.)

§ 160A-400.10. Conflict with other laws.

Whenever any ordinance adopted pursuant to this Part requires a longer waiting period or imposes other higher standards with respect to a designated historic landmark or district than are established under any other statute, charter provision, or regulation, this Part shall govern. Whenever the provisions of any other statute, charter provision, ordinance or regulation require a longer waiting period or impose other higher standards than are established under this Part, such other statute, charter provision, ordinance or regulation shall govern. (1989, c. 706, s. 2.)

§ 160A-400.11. Remedies.

In case any building, structure, site, area or object designated as a historic landmark or located within a historic district designated pursuant to this Part is about to be demolished whether as the result of deliberate neglect or otherwise, materially altered, remodeled, removed or destroyed, except in compliance with the ordinance or other provisions of this Part, the city or county, the historic preservation commission, or other party aggrieved by such action may institute any appropriate action or proceedings to prevent such unlawful demolition, destruction, material alteration, remodeling or removal, to restrain, correct or abate

such violation, or to prevent any illegal act or conduct with respect to such building, structure, site, area or object. Such remedies shall be in addition to any others authorized by this Chapter for violation of a municipal ordinance. (1989, c. 706, s. 2.)

§ 160A-400.12. Appropriations.

A city or county governing board is authorized to make appropriations to a historic preservation commission established pursuant to this Part in any amount that it may determine necessary for the expenses of the operation of the commission, and may make available any additional amounts necessary for the acquisition, restoration, preservation, operation, and management of historic buildings, structures, sites, areas or objects designated as historic landmarks or within designated historic districts, or of land on which such buildings or structures are located, or to which they may be removed. (1989, c. 706, s. 2.)

§ 160A-400.13. Certain changes not prohibited.

Nothing in this Part shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in a historic district or of a landmark which does not involve a change in design, material or appearance thereof, nor to prevent the construction, reconstruction, alteration, restoration, moving or demolition of any such feature which the building inspector or similar official shall certify is required by the public safety because of an unsafe or dangerous condition. Nothing in this Part shall be construed to prevent a property owner from making any use of his property that is not prohibited by other law. Nothing in this Part shall be construed to prevent a) the maintenance, or b) in the event of an emergency the immediate restoration, of any existing above-ground utility structure without approval by the preservation commission. (1989, c. 706, s. 2.)

§ 160A-400.14. Delay in demolition of landmarks and buildings within historic district.

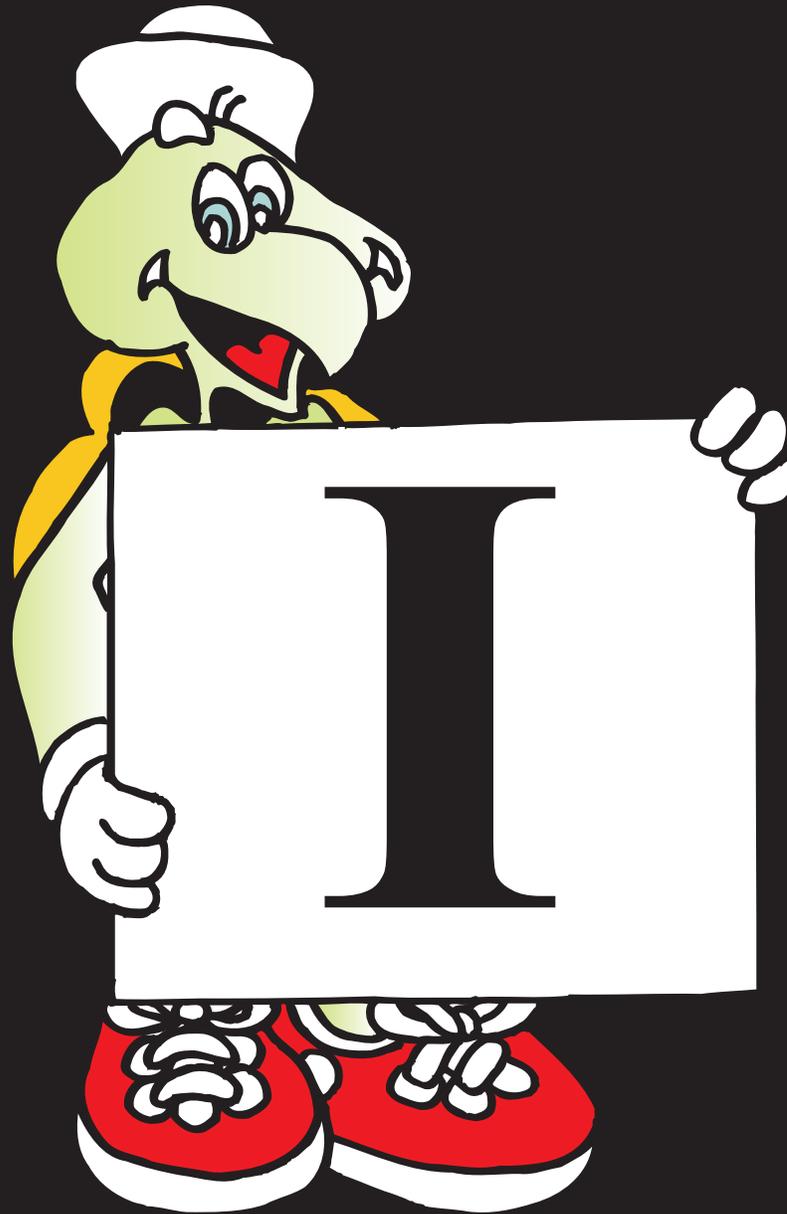
(a) An application for a certificate of appropriateness authorizing the relocation, demolition or destruction of a designated landmark or a building, structure or site within the district may not be denied except as provided in subsection (c). However, the effective date of such a certificate may be delayed for a period of up to 365 days from the date of approval. The maximum period of delay authorized by this section shall be reduced by the commission where it finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use of or return from such property by virtue of the delay. During such period the preservation commission shall negotiate with the owner and with any other parties in an effort to find a means of preserving the building or site. If the preservation commission finds that a building or site within a district has no special significance or value toward maintaining the character of the district, it shall waive all or part of such period and authorize earlier demolition, or removal.

If the commission or planning board has voted to recommend designation of a property as a landmark or designation of an area as a district, and final designation has not been made by the local governing board, the demolition or destruction of any building, site, or structure located on the property of the proposed landmark or in the proposed district may be delayed by the commission or planning board for a period of up to 180 days or until the local governing board takes final action on the designation, whichever occurs first.

(b) The governing board of any municipality may enact an ordinance to prevent the demolition by neglect of any designated landmark or any building or structure within an established historic district. Such ordinance shall provide appropriate safeguards to protect property owners from undue economic hardship.

(c) An application for a certificate of appropriateness authorizing the demolition or destruction of a building, site, or structure determined by the State Historic Preservation Officer as having statewide significance as defined in the criteria of the National Register of Historic Places may be denied except where the commission finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use or return by virtue of the denial. (1989, c. 706, s. 2; 1991, c. 514, s. 1; 2005-418, s. 13.)

State Tax Credit Application Materials



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North Carolina Department of Cultural Resources
State Historic Preservation Office
Peter B. Sandbeck, Administrator

Michael F. Easley, Governor
Lisbeth C. Evans, Secretary
Jeffrey J. Crow, Deputy Secretary
Office of Archives and History

Division of Historical Resources
David L. S. Brook, Director

February 1, 2007

MEMORANDUM

TO: Historic Preservationists

FROM: Restoration Branch

DATE: February 1, 2007

RE: State Historic Rehabilitation Tax Credit for Nonincome-Producing Historic Structures

Thank you for your inquiry concerning the new state historic preservation tax credit available for the rehabilitation of nonincome-producing historic structures. Attached are application forms and information sheets on this state income tax credit. Please feel free to copy any of the enclosed materials.

Our office provides technical assistance and information to owners of historic properties, architects, and contractors for historic restoration and rehabilitation projects, including all historic preservation tax credit projects. Although owners utilize the tax credits through the North Carolina Department of Revenue, the historic preservation certification is through the State Historic Preservation Officer (SHPO). David Christenbury, is our Preservation Architect/Nonincome-Producing Tax Credit Coordinator, and we have Restoration Specialists that cover assigned counties throughout the state. They will be glad to assist you and discuss the new state historic preservation tax credit program as it relates to the rehabilitation historic properties.

Property owners of historic structures are *strongly advised to consult with the State Historic Preservation Office before beginning a rehabilitation* to resolve potential design and rehabilitation problems that could result in denial of the credits.

Also, please note that the North Carolina General Assembly approved a measure during the 2003 legislative session authorizing the State Historic Preservation Office to **charge a fee** for the review of all state *Historic Preservation Certification Applications*, which includes nonincome-producing state tax credit projects. The new fees became effective on **Monday, November 1, 2004**. All **new** projects received on or after this date will be subject to the fees. Please refer to the enclosed information regarding these new fees.

We appreciate your interest in historic preservation. If you have any questions, please do not hesitate to contact David Christenbury at 919-733-6547 or david.christenbury@ncmail.net.

lh

Attachments

www.hpo.dcr.state.nc.us

	Location	Mailing Address	Telephone/Fax
ADMINISTRATION	507 N. Blount St., Raleigh NC	4617 Mail Service Center, Raleigh NC 27699-4617	(919) 733-1763 • 733-8653
RESTORATION	515 N. Blount St., Raleigh NC	4617 Mail Service Center, Raleigh NC 27699-4617	(919) 733-6547 • 715-4801
SURVEY & PLANNING	515 N. Blount St., Raleigh NC	4617 Mail Service Center, Raleigh NC 27699-4617	(919) 733-6545 • 715-4801

**NON-INCOME-PRODUCING PROPERTIES:
TWO STEPS FOR RECEIVING TAX CREDITS**

Step 1: Description of Rehabilitation. Determines if the rehabilitation work conforms to the Secretary of the Interior's Standards for Rehabilitation.

Note: Application must be approved prior to starting work. Only certified historic structures qualify for tax credits. Owners are urged to secure a National Register listing prior to starting work.

Step 2: Request for Final Certification. Determines if the completed work meets the Secretary of the Interior's Standards for Rehabilitation and is therefore designated a certified rehabilitation.

INCOME-PRODUCING PROPERTIES:

THREE STEPS FOR RECEIVING TAX CREDITS

Step 1: Evaluation of Significance. Determines if a property is a certified historic structure.

Step 2: Description of Rehabilitation. Determines if the rehabilitation work conforms to the Secretary of the Interior's Standards for Rehabilitation.

Note: In order to be assured of receiving tax credits, owners are urged to get approval of Steps 1 and 2 prior to starting work.

Step 3: Request for Certification of Completed Work. Determines if the completed work meets the Secretary of the Interior's Standards for Rehabilitation and is therefore designated a certified rehabilitation.

USING THE TAX CREDITS

State and federal tax credits may be used to reduce state or federal income taxes. Please consult with your tax advisor as to how you can utilize the credit.

November 2005

FOR MORE INFORMATION...

Information and applications are available from the State Historic Preservation Office (SHPO). Applications are subject to review by the SHPO and, for Federal tax credits, the National Park Service.

Restoration Branch

*State Historic Preservation Office
Department of Cultural Resources
4613 Mail Service Center
Raleigh, NC 27699-4613
919-733-6547
www.hpo.dcr.state.nc.us*

For information on properties available for restoration contact:

*Preservation North Carolina
220 Fayetteville Street Mall, Suite 200
P.O. Box 27644
Raleigh, NC 27611-7644
919-852-3652
info@presnc.org
www.PreservationNC.org*

*For legislative reference, see
North Carolina General Statutes 105-129.36*

USING REHABILITATION 'TAX CREDITS TO RENOVATE YOUR HOME OR BUSINESS PROPERTY

An Introduction



*Edenton Cotton Mill
Edenton, North Carolina*

A Successful Historic Rehabilitation
Tax Credit Project

This is Preservation North Carolina's first industrial heritage project and perhaps Eastern North Carolina's most intact historic textile site. The mill was organized in 1898. Between 1899 and 1923, more than 70 dwellings were constructed for its workers. The mill is being renovated as luxury condos.



North Carolina
Preservation North Carolina
For Historic Preservation, Rehabilitation & Cultural Resources, Inc.

NORTH CAROLINA AND FEDERAL HISTORIC REHABILITATION TAX CREDITS

WHAT'S A TAX CREDIT?

A tax credit differs from a tax deduction. A tax deduction simply lowers the amount of your income that is subject to taxation. A tax credit provides a dollar-for-dollar reduction in the amount of taxes you owe. For example, if your tax bill is \$10,000, a \$4,000 credit will reduce your tax bill to \$6,000.

NORTH CAROLINA REHABILITATION TAX CREDITS

In 1997, the North Carolina General Assembly approved the most comprehensive state historic preservation tax credit program in the nation. Two tax credits are based on the program:

- A 30% state income tax credit for certified historic structures, including personal residences. Qualified rehabilitation expenses must exceed \$25,000 within a two-year period.
- A 20% state income tax credit for certified historic structures of income-producing commercial and retail buildings. This credit is available for buildings that cost more than \$200,000 and the tax credit (see below). The combination of the two credits can reduce the cost of certified rehabilitations by 40%.

FEDERAL REHABILITATION TAX CREDITS
The federal income tax credits available for rehabilitation of buildings:

- A 20% federal income tax credit for certified rehabilitations of income-producing historic structures. Rehabilitation projects, which receive this credit, are eligible for the 20% state credit, as well.
- A 10% federal income tax credit for rehabilitations of income-producing non-historic structures built before 1936 and used for historic preservation purposes. Qualified rehabilitation expenses must exceed adjusted basis of building within a two-year period or five-year period for phased projects. *There is no federal tax credit for rehabilitation of non-income-producing properties, such as private homes.*

EXAMPLES OF HISTORIC REHABILITATION TAX CREDITS AT WORK

The following hypothetical examples of tax credits use structures that were sold through Preservation North Carolina's Endangered Properties Program. For more information about other historic properties available for restoration, please visit the Preservation North Carolina website at www.PreservationNC.org.

NON-INCOME-PRODUCING PROPERTIES: 30% STATE REHABILITATION TAX CREDIT



King Horse, Goldsboro, NC

Hypothetical Example
Purchase Price: \$25,000
Qualified Rehabilitation Expenses*: \$100,000
30% State Tax Credit: \$30,000

*Rehabilitation cost must exceed \$25,000

INCOME-PRODUCING PROPERTIES: COMBINED 20% STATE REHABILITATION AND 20% FEDERAL REHABILITATION TAX CREDITS



Bank of Robersonville, Robersonville, NC

Hypothetical Example
Purchase Price: \$25,000
Qualified Rehab Expenses*: \$100,000
20% State Tax Credit: \$20,000
20% Federal Tax Credit: \$20,000

*Rehabilitation costs must exceed adjusted basis of building

TAX CREDIT GLOSSARY

- Certified Historic Structures:** Buildings which are either: a) listed individually on the National Register of Historic Places; b) located within a National Register Historic District and are certified as contributing to the historic character of the district; or c) located within a National Park Service historic site, National Park, or National Park Service. The State Historic Preservation Office and the National Park Service make these designations.
- Certified Rehabilitation:** A rehabilitation which has been approved by the State Historic Preservation Office or the National Park Service. All work must adhere to the Secretary of the Interior's Standards for Rehabilitation in order to qualify for the credit.
- Income-Producing Structures:** Structures put into service as places of business, such as commercial, retail, or rental use.
- Non-Income-Producing Structures:** Structures, such as private homes, which do not generate income.
- Secretary of the Interior's Standards for Rehabilitation:** National Park Service standards that govern tax credit rehabilitation projects.

Article 3D.

Historic Rehabilitation Tax Credits.

§ 105-129.35. Credit for rehabilitating income-producing historic structure.

(a) Credit. – A taxpayer who is allowed a federal income tax credit under section 47 of the Code for making qualified rehabilitation expenditures for a certified historic structure located in this State is allowed a credit equal to twenty percent (20%) of the expenditures that qualify for the federal credit. To claim the credit allowed by this subsection, the taxpayer must provide a copy of the certification obtained from the State Historic Preservation Officer verifying that the historic structure has been rehabilitated in accordance with this subsection.

(b) **(Repealed January 1, 2008, for property placed in service on or after January 1, 2008)** Allocation. – Notwithstanding the provisions of G.S. 105-131.8 and G.S. 105-269.15, a pass-through entity that qualifies for the credit provided in this section may allocate the credit among any of its owners in its discretion as long as an owner's adjusted basis in the pass-through entity, as determined under the Code, at the end of the taxable year in which the certified historic structure is placed in service, is at least forty percent (40%) of the amount of credit allocated to that owner. Owners to whom a credit is allocated are allowed the credit as if they had qualified for the credit directly. A pass-through entity and its owners must include with their tax returns for every taxable year in which an allocated credit is claimed a statement of the allocation made by the pass-through entity and the allocation that would have been required under G.S. 105-131.8 or G.S. 105-269.15.

(c) Definitions. – The following definitions apply in this section:

- (1) Certified historic structure. – Defined in section 47 of the Code.
- (2) Pass-through entity. – Defined in G.S. 105-228.90.
- (3) Qualified rehabilitation expenditures. – Defined in section 47 of the Code.
- (4) State Historic Preservation Officer. – Defined in G.S. 105-129.6. (1993, c. 527, ss. 1, 2; 1997-139, ss. 1, 2; 1998-98, ss. 36, 69; 1999-389, ss. 2, 5, 6; 2001-476, s. 19(a); 2003-284, s. 35A.1; 2003-415, ss. 1, 2; 2003-416, s. 4(c).)

§ 105-129.36. Credit for rehabilitating nonincome-producing historic structure.

(a) Credit. – A taxpayer who is not allowed a federal income tax credit under section 47 of the Code and who makes rehabilitation expenses for a State-certified historic structure located in this State is allowed a credit equal to thirty percent (30%) of the rehabilitation expenses. To qualify for the credit, the taxpayer's rehabilitation expenses must exceed twenty-five thousand dollars (\$25,000) within a 24-month period. To claim the credit allowed by this subsection, the taxpayer must provide a copy of the certification obtained from the State Historic Preservation Officer verifying that the historic structure has been rehabilitated in accordance with this subsection.

(b) Definitions. – The following definitions apply in this section:

- (1) Certified rehabilitation. – Repairs or alterations consistent with the Secretary of the Interior's Standards for Rehabilitation and certified as such by the State Historic Preservation Officer prior to the commencement of the work.
- (2) Rehabilitation expenses. – Expenses incurred in the certified rehabilitation of a certified historic structure and added to the property's basis. The term does not include the cost of acquiring the property, the cost attributable to the enlargement of an existing building, the cost of sitework expenditures, or the cost of personal property.
- (3) State-certified historic structure. – A structure that is individually listed in the National Register of Historic Places or is certified by the State Historic Preservation Officer as contributing to the historic significance of a National Register Historic District or a locally designated historic district certified by the United States Department of the Interior.
- (4) State Historic Preservation Officer. – The Deputy Secretary of Archives and History or the Deputy Secretary's designee who acts to administer the historic preservation programs within the State.

(c) Recodified as G.S. 105-129.36A by Session Laws 2003-284, s. 35A.2, effective July 15, 2003. (1993, c. 527, ss. 1, 2; 1997-139, ss. 1, 2; 1998-98, ss. 36, 69; 1999-389, ss. 3, 5, 6; 2002-159, s. 35(e); 2003-284, ss. 35A.2, 35A.3.)

§ 105-129.36A. Rules; fees.

(a) Rules. – The North Carolina Historical Commission, in consultation with the State Historic Preservation Officer, may adopt rules needed to administer the certification process required by this section.

(b) Fees. – The North Carolina Historical Commission, in consultation with the State Historic Preservation Officer, may adopt a schedule of fees for providing certifications required by this Article. In establishing the fee schedule, the Commission shall consider the administrative and personnel costs incurred by the Department of Cultural Resources. An application fee may not exceed one percent (1%) of the completed qualifying rehabilitation expenditures. The proceeds of the fees are receipts of the Department of Cultural Resources and must be used for performing its duties under this Article. (1993, c. 527, ss. 1, 2; 1997-139, ss. 1, 2; 1998-98, ss. 36, 69; 1999-389, ss. 3, 5, 6; 2002-159, s. 35(e); 2003-284, s. 35A.2.)

§ 105-129.37. Tax credited; credit limitations.

(a) Tax Credited. – The credits provided in this Article are allowed against the income taxes levied in Article 4 of this Chapter.

(b) Credit Limitations. – The entire credit may not be taken for the taxable year in which the property is placed in service but must be taken in five equal installments beginning with the taxable year in which the property is placed in service. Any unused portion of the credit may be carried forward for the succeeding five years. A credit allowed under this Article may not exceed the amount of the tax against which it is

claimed for the taxable year reduced by the sum of all credits allowed, except payments of tax made by or on behalf of the taxpayer.

(c) Forfeiture for Disposition. – A taxpayer who is required under section 50 of the Code to recapture all or part of the federal credit for rehabilitating an income-producing historic structure located in this State forfeits the corresponding part of the State credit allowed under G.S. 105-129.35 with respect to that historic structure. If the credit was allocated among the owners of a pass-through entity, the forfeiture applies to the owners in the same proportion that the credit was allocated.

(d) Forfeiture for Change in Ownership. – If an owner of a pass-through entity that has qualified for the credit allowed under G.S. 105-129.35 disposes of all or a portion of the owner's interest in the pass-through entity within five years from the date the rehabilitated historic structure is placed in service and the owner's interest in the pass-through entity is reduced to less than two-thirds of the owner's interest in the pass-through entity at the time the historic structure was placed in service, the owner forfeits a portion of the credit. The amount forfeited is determined by multiplying the amount of credit by the percentage reduction in ownership and then multiplying that product by the forfeiture percentage. The forfeiture percentage equals the recapture percentage found in the table in section 50(a)(1)(B) of the Code. The remaining allowable credit is allocated equally among the five years in which the credit is claimed.

(e) Exceptions to Forfeiture. – Forfeiture as provided in subsection (d) of this section is not required if the change in ownership is the result of any of the following:

- (1) The death of the owner.
- (2) A merger, consolidation, or similar transaction requiring approval by the shareholders, partners, or members of the taxpayer under applicable State law, to the extent the taxpayer does not receive cash or tangible property in the merger, consolidation, or other similar transaction.

(f) Liability From Forfeiture. – A taxpayer or an owner of a pass-through entity that forfeits a credit under this section is liable for all past taxes avoided as a result of the credit plus interest at the rate established under G.S. 105-241.1(i), computed from the date the taxes would have been due if the credit had not been allowed. The past taxes and interest are due 30 days after the date the credit is forfeited. A taxpayer or owner of a pass-through entity that fails to pay the taxes and interest by the due date is subject to the penalties provided in G.S. 105-236. (1993, c. 527, ss. 1, 2; 1997-139, ss. 1, 2; 1998-98, ss. 36, 69; 1999-389, ss. 4, 5, 6.)

§ 105-129.38: Reserved for future codification purposes.

§ 105-129.39: Reserved for future codification purposes.

Nonincome-producing tax credit application packet attached.

Please disregard all references to: approval prior to commencement of work. This is no longer required, see below.

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2005

SESSION LAW 2006-40
HOUSE BILL 474

(Two sections taken from Law)

SECTION 4. G.S. 105-129.36(b)(1) reads as rewritten:

"(b) Definitions. – The following definitions apply in this section:

(1) Certified rehabilitation. – Repairs or alterations consistent with the Secretary of the Interior's Standards for Rehabilitation and certified as such by the State Historic Preservation Officer prior to the commencement of the work: Officer."

SECTION 5. This act is effective for taxable years beginning on or after January 1, 2006, and applies to eligible sites placed into service on or after July 1, 2006.

In the General Assembly read three times and ratified this the 28th day of June, 2006.

Property owners of historic structures are *strongly advised to consult with the State Historic Preservation Office before beginning a rehabilitation* to resolve potential design and rehabilitation problems that could result in denial of the credits.

State Historic Preservation Office
Office of Archives and History
Division of Historical Resources
North Carolina Department of Cultural Resources

State and Federal Historic Rehabilitation Tax Credits

State tax credits are available for the rehabilitation of nonincome-producing historic properties in addition to federal and state tax credits for income-producing historic properties. The present historic preservation tax credit measures provide:

- A **20% state tax credit** for rehabilitation of **income-producing historic structures** that also qualify for the **20% federal investment tax credit**. In effect, the combined federal-state credits reduce the cost of a certified rehabilitation of an income-producing historic structure by 40%. (see Income-producing fact sheet)
- A **30% state tax credit** for qualifying rehabilitation of **nonincome-producing historic structures**, including owner-occupied personal residences. There is no equivalent federal credit for such rehabilitations. N. C. General Statute (GS) 105-29.36 and .37

Nonincome-producing properties

- Property owners of historic structures are ***strongly advised to consult with the State Historic Preservation Office before beginning a rehabilitation*** to resolve potential design and rehabilitation problems that could result in denial of the credits.
- Only certified historic structures will qualify for the credits. A “certified historic structure” is defined as a building that is listed in the **National Register of Historic Places**, either individually or as a contributing building in a National Register historic district, or as a contributing building within a local historic district that has been certified by the U. S. Department of the Interior. (There are only three of the latter in North Carolina. These are the Blount Street Historic District in Raleigh, the Goldsboro Historic District, and the Decatur-Hunter Historic District in Madison.) GS 105-29.36(b)(3)
- A nonincome-producing building must be a “certified historic structure” at the time the state credit is taken—that is, it must be actually listed in the National Register or it will not qualify for the state credit. The property owner must begin taking the credit in the year the rehabilitation project is completed. GS 105-29.37(b)
- An owner may begin a rehabilitation project on a nonincome-producing property prior to the listing of the property in the National Register, with the intention of having it listed in the Register by the time the project is completed. However, because listing of a property by a desired deadline cannot be guaranteed, **owners are strongly urged to secure National Register listing of their nonincome-producing property *prior* to beginning a certified rehabilitation.**
- The rehabilitation of the historic structure must be substantial. For nonincome-producing properties, the rehabilitation expenses must exceed \$25,000 within a 24-month period, sometime during the project. GS 105-29.36(a)
- The State Historic Preservation Office reviews rehabilitation work on nonincome-producing historic structures. All rehabilitation work must meet the Secretary of the Interior’s *Standards for Rehabilitation*.
- The credits cannot be claimed against the cost of acquisition, enlargement of an existing building, (additions), site work, or personal property. Only costs incurred in work upon or within a historic structure will qualify. GS 105-29.36(b)(2)

A property is listed in the **National Register of Historic Places** by a nomination, which is a research report prepared according to detailed state and federal guidelines. The final authority on National Register listing is the federal Keeper of the National Register in Washington, DC. In its role as administrator of the National Register program in North Carolina, the N. C. State Historic Preservation Office is charged with ensuring that nominations forwarded by the State Historic Preservation Officer to the Keeper are complete and correct. The State Historic Preservation Office provides direction to preparers but does not write nominations. Most nominations are prepared by private consultants hired by property owners, local governments, or private non-profit organizations. The nomination process may take six months to two years or longer.

This information describes the federal and state historic preservation tax credit programs in very general terms only. Taxpayers should consult a professional tax advisor, the North Carolina Department of Revenue, or the Internal Revenue Service for help in determining the tax and other financial implications of any matter discussed here. For further information regarding the procedures for obtaining historic preservation certifications, contact:

David Christenbury, Preservation Architect/Tax Act Coordinator
Restoration Branch, N.C. State Historic Preservation Office
N.C. Division of Historical Resources
4617 Mail Service Center
Raleigh, NC 27699-4617 Telephone: 919/733-6547 x234 Fax: 919/715-4801

For information about the National Register of Historic Places and the requirements and procedures for listing, contact:

Ann Swallow, National Register Coordinator
Survey and Planning Branch, N.C. State Historic Preservation Office
N.C. Division of Historical Resources
4617 Mail Service Center
Raleigh, NC 27699-4617 Telephone: 919/733-6545 x236 Fax: 919/715-4801

Visit our web site: www.hpo.dcr.state.nc.us

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8/18/06



GUIDELINES FOR MEETING REHABILITATION STANDARDS

The North Carolina State Historic Rehabilitation Tax Credit requires that all proposed rehabilitation work be reviewed by the State Historic Preservation Office (HPO) prior to the commencement of work and be certified by the State Historic Preservation Officer as meeting the Secretary of the Interior's Standards for Rehabilitation. These guidelines are intended to assist property owners in applying these standards during the project planning stage by providing general design and technical recommendations.

The Secretary of the Interior's Standards for Rehabilitation, hereafter cited as the Standards, were developed to determine the appropriateness of proposed project work on National Register listed properties and have been widely used since 1976, particularly to determine if a rehabilitation qualifies for federal tax credits.

The intent of the Standards is to promote the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. They also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. For the North Carolina State Historic Rehabilitation Tax Credit Program, these proven Standards have been adopted for use by the HPO for determining the appropriateness of proposed work.

To understand how the Standards are applied, the property owner should be aware of several principles which will be followed by the HPO in the review of rehabilitation projects.

1. Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. Restoration of a building to its earliest appearance is not required. Many historic

buildings have been altered in the past and sometimes those alterations gain significance in their own right.

2. The form and detailing of those architectural materials and features that are important in defining the historic character of the building are to be identified, retained, and preserved.
3. Those materials and features identified as character-defining should be protected and maintained. When additional work is necessary, repairing the features is recommended. Repairs may include patching, piecing-in, splicing, consolidating, and limited replacement in kind. If the level of damage or deterioration is so extensive that it precludes repair, then replacement of an entire character-defining feature with new material following physical or historical evidence is appropriate.
4. The long-term effect of the proposed work must be taken into consideration. Some types of work may actually accelerate deterioration and should not be performed.
5. Some exterior and interior alterations to the historic building may be necessary, but it is important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations should be constructed so that if removed, the essential historic character and materials of the building are unaffected.

SITE WORK

Although most site work is not an eligible cost under the North Carolina State Historic Rehabilitation Tax Credit program, site work will be reviewed as part of the project. Most site work will meet the Standards as long as the work does not overwhelm the existing character of the site, encroach on any historic buildings, introduce incompatible new features to the site, or destroy significant archaeological remains or landscape features.

The column capital at Playmakers Theatre is reproduced with permission of the University of North Carolina at Chapel Hill. Artwork by Michael Southern.

The Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match to old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Regrading, Landscaping, and Construction of Sidewalks and Parking Lots

Avoid making changes in the ground level near any historic building, except for minor changes designed to promote drainage away from the building or for the installation of a drainage system. New plantings and sidewalks are usually allowable as long as drastic changes in the character of the site do not occur. Whenever possible, locate parking areas at the rear of the site or away from the public's view. In most cases, parking areas should not abut historic buildings. Extensive site work may necessitate the submittal of a proposed site plan and other information with the application.

Treatment of Existing Outbuildings

Rehabilitation of existing outbuildings, including garages, smokehouses, kitchens, barns, etc., may be eligible for the tax credits if they contribute to the

significance of the property or district. Due to the significant contextual relationship, which exists between principal buildings and outbuildings, contributing outbuildings should not be relocated. Demolition of outbuildings which contribute to the significance of the property or district should be avoided as demolition may result in the failure of the overall project to meet the Standards and result in denial of certification.

New Construction

All new construction, although not eligible for the tax credits, shall be compatible with the historic property. New construction must be compatible with respect to site, size and scale, and detailing, including material. In general, all new construction should take place to the rear of the historic building and not overwhelm it. Site plans and elevation

The column capital at Playmakers Theatre is reproduced with permission of the University of North Carolina at Chapel Hill. Artwork by Michael Southern.

drawings of the new structure must accompany the request for certification of a proposed rehabilitation.

Treatment of Archaeological Remains

Archaeological remains may include prehistoric or historic deposits or features. Generally, certification does not require archaeological investigations unless the site contains known archaeological resources. If during the project archaeological resources are discovered, please contact the Office of State Archaeology, 109 East Jones Street, Raleigh, NC 27601, telephone 919/733-7342.

BUILDING EXTERIORS

The extent to which a building's exterior appearance may be altered and still meet the Standards depends on the significance of the architectural features and the visibility of the area in which the changes are to take place. The primary facade is generally the one that is highly visible from public rights-of-way and, in most cases, has significant architectural detailing. A secondary facade is one that, while generally visible from public rights-of-way, may have fewer distinguishing architectural features than the primary facade. A rear facade is one that is generally not viewed by the public and may not contain as many architecturally significant features as the primary facade. As a general rule, primary facades should be left as intact as possible; secondary and rear facades are given more latitude with respect to alterations, changes, or additions.

Repair or Replacement of Original Features

Repair of exterior features is a typical activity in a rehabilitation project. "Feature" refers to almost any building component from wood trim to chimneys to porches. It is usually acceptable to repair the existing feature as long as the method of repair does not cause damage to the surrounding materials.

Closely related to repair is the replacement of original elements. This is generally allowable if the original feature is substantially deteriorated and the new feature will accurately replicate the original in size, shape, and, preferably, material. An application may be denied if replacement of original materials is excessive or unnecessary. For example, if an entire element, such as a cornice, is proposed to be replaced because a relatively small section is deteriorated, denial is likely. Sound original materials are part of the history of the building and should be left in place; only the deteriorated section should be repaired or replaced.

Roofs

The roof and related features such as cresting, dormers, cupolas, chimneys, and the size, color, and patterning of the roofing material can be extremely important in defining the building's overall historic character. A weathertight roof is essential to the preservation of the entire structure; thus, protecting and repairing the roof is a critical aspect of each rehabilitation project.

It is important that surviving original roofing material be preserved whenever possible. Certain types of roofing such as slate, clay tile, or metal may be visually prominent and their loss would negatively impact the overall significance of the building. If the roofing material is a character-defining feature, repairs including limited in-kind replacement will be in keeping with the Standards. If the historic roofing material is too deteriorated to repair, then replacement either in-kind or with a compatible substitute material which conveys the same visual appearance will be acceptable.

The addition of new roof features such as skylights or roof vents may be acceptable if they have a low profile and are not visible from the primary elevation.

Exterior Cleaning

Removal of dirt or paint from building exteriors generally will be approved if done in a manner that does not damage the historic materials. Every method of exterior cleaning carries with it some risk of damage to the building materials; therefore, the methods to be used for cleaning should be specified in the application.

The Standards state that surface cleaning of buildings, if appropriate, should be undertaken with the "gentlest means possible" and prohibit using damaging methods, such as sandblasting or other abrasive cleaning methods. Equally damaging is high-pressure water blasting, even when no sand or other aggregate is added to the water. If abrasive cleaning is undertaken, certification that the project meets the Standards will be denied because of the damage to the building resulting from the use of these methods.

Owners are strongly encouraged to have a test patch done on an inconspicuous part of the building prior to the cleaning of the entire building. The test patch will demonstrate the appropriateness of the

cleaning method, level of cleaning necessary, and the competence of the contractor. The test patch should also serve as a standard of cleaning for the contractor. The Part A application should include the proposed method of cleaning and areas identified for test patches. The test patch should be photographed and included in the post-rehabilitation photographs submitted with the Part B application requesting final certification.

Exterior Painting

Exterior painting of existing, painted surfaces is usually approved and, in most cases, does not require a lengthy description of the colors; however, the use and traditional placement of historically appropriate paint colors will enhance any building's rehabilitation. If paint removal is a part of the project, the method of paint removal proposed should be specified. (See Exterior Cleaning above).

An application is likely to be denied under the following circumstances: the method used to remove existing paint is likely to damage the building materials; previously unpainted brick or masonry is proposed to be painted; or the proposed color placement or selection is unusual and out of character with the historic building.

Masonry Repointing

Typically the most common masonry repair item will be "repointing," which is the replacement of deteriorated mortar in brick and stone buildings. If done improperly, repointing can cause damage to the building's structure and visual appearance. It is important that the composition of the new mortar duplicate the original mortar of the existing building in strength, color, and detailing.

The method used to remove deteriorated mortar is also an important consideration. Hand chiseling of deteriorated mortar joints is the method least likely to cause damage to brick or stone. Cutting the mortar out with masonry saws and removing it with power chisels can sometimes be performed without damaging the bricks, but when these operations are performed carelessly, they can cause permanent damage to the masonry.

The composition of the new mortar must be in keeping with the original mortar. Too often, especially in brick walls and chimneys, mortar joints are repointed with Portland cement compounds that are harder than the bricks themselves and consequently result in the brick face cracking or spalling (falling off). A reasonably soft mortar should contain at least as much hydrated lime as Portland

cement, and preferably two or three times as much for pre-1875 buildings and those having softer hand-made brick.

The appearance of the new joints should match the original. The primary concerns with the visual appearance of the joints are with the color and texture of the replacement mortar, the joint width, and the tooling. If the mix contains Portland cement, white Portland cement should be used because gray Portland cement usually results in an inappropriate mortar color. If the aggregate or sand used in the mortar mix does not give the appropriate color, masonry pigments may be added to tint the mortar. Note that the mortar will take a minimum of four weeks of curing time before the final color is reached. The new mortar joints should be slightly recessed from the face of the brick since bringing the mortar joint flush with the face of the brick will create a visually thicker mortar joint.

Because of the potential damage that can result from any type of repointing, a test patch should be completed by the contractor to demonstrate competency in removing existing mortar and in matching the existing or original mortar. Repointing should be limited to those joints that are deteriorated; if done properly, the newly repointed joints will match those of the rest of the building. Limited repointing is the most economical procedure, as well as the best preservation practice.

An application is likely to be denied if removal of deteriorated mortar joints results in damage to the surrounding brick or stone or the repointing mortar does not convey the same visual appearance of the original mortar joints, i.e. dissimilar in mortar color, or joint thickness.

Windows/Doors

Original windows and doors are significant features of virtually all historic properties. The Standards emphasize the retention of character-defining features, including windows and doors, over replacement when undertaking a historic rehabilitation. The repair of the original windows is strongly recommended.

Replacement of original windows, doors, and related elements should only occur when the existing is deteriorated beyond repair. The wholesale replacement of original windows and doors will rarely be necessary or acceptable. Reasons other than deterioration, including peeling paint or paint build-up, rotten sills, broken muntins (dividing bars), broken glass, or energy efficiency, do not justify wholesale replacement.

If the proposed rehabilitation calls for the replacement of windows, documentation must be provided that the existing windows have deteriorated beyond repair. Supporting documentation in the form of clear detail photographs and a "window survey" to indicate the conditions of all of the windows in the building must accompany the Part A application.

Replacement windows must duplicate the appearance of the original windows in every respect, including the placement and detailing of the muntins (dividing bars), the proportions of the original windows and sash, the thickness of sash elements, and the finishes. To demonstrate that the new windows match the old, comparative window sections, preferably at full or half scale, showing the head, sill, jamb, and muntin sections of the old and new windows must be submitted.

Accurate muntin reproduction is a major problem in replacement windows for historic buildings. In nearly all cases, artificial muntins are unacceptable, including those that are surface mounted on the exterior, those applied on the interior (sometimes called "snap-in" muntins), and those sandwiched between layers of double-glazing. Replacement windows must incorporate true muntins -- that is, muntins that actually divide the panes of glass. Furthermore, the appearances of the new muntins must substantially duplicate those of the original windows.

The use of tinted or reflective glass, including "Low-E" glass, is not allowed unless it is demonstrated that the new glass will be essentially clear and non-reflective. A sample of the glass should be submitted with the application if a tinted or "Low-E" glass is proposed.

For the purposes of improving energy efficiency, the installation of interior or exterior storm windows is recommended instead of replacing the original windows. Exterior storm windows may be made of wood or metal. Aluminum storm windows are acceptable as long as the metal tracks are mounted so that they do not protrude from the face of the window openings. The storm window meeting rails (where the top window sash and the bottom window sash touch) should align with those of the existing primary window. The finishes of aluminum storm windows should be painted or baked-on. Storm window glass should be clear, rather than tinted or "Low-E".

The use of inappropriate new replacement windows will result in the denial of certification for the tax credits. Similarly, the replacement of original windows for reasons other than severe and

irreparable deterioration may also result in denial of certification.

Artificial Siding

The use of artificial siding, including vinyl or aluminum, is not recommended for use on any historic structure. The concealment of the original siding material and trim with a new surface material is inappropriate, as would be the installation of brick veneer on a frame building or stucco on a brick building. The use of artificial siding is not an acceptable alternative to making necessary repairs and routine maintenance such as painting.

The concealment of original materials with artificial siding reduces the architectural integrity of the building since most of the original surface of the building is essentially hidden from view. The use of artificial siding may also cause or accelerate structural problems, as well as conceal them. Additionally the installation of artificial siding materials often result in the removal or alteration of character-defining features such as corner boards, bracketed eaves, and door and window casings. The use of artificial siding is not in keeping with the Standards and will result in denial of certification.

New Additions

New additions are not eligible for the tax credits but, like associated new construction, must be compatible with the historic character of the building, site, and district. Additions should be placed only on rear or secondary facades and should not be visible from the public right-of-way. New additions may be contemporary, but compatible in design, or may incorporate materials, proportions, or patterns of the existing historic structure, but should not attempt to look like part of the original construction. Elevation drawings showing the size, scale, and detailing of the new addition must be submitted with the Part A application.

BUILDING INTERIORS

In reviewing interior work, the HPO will try to determine what effect the proposed rehabilitation will have on significant interior features and spaces. The level of significance of spaces and features is determined from the content of the National Register nomination for individually listed properties; for properties within districts, HPO review relies largely on the photographs submitted with the application.

The level of significance of interior spaces largely depends on whether the spaces are "primary" or "secondary". Primary spaces are those that are

important to the character of a building and should always be preserved; generally, secondary spaces may be altered. In single-family houses, primary spaces usually include "public spaces," such as parlors or living rooms, dining rooms, halls, and stairways. Secondary spaces may include bathrooms, kitchens, rear stairways, basements, and other spaces normally used only by family members. Although bedrooms may contain features such as trim, mantels, and decorative finishes which must be retained, they generally are considered secondary spaces.

If interior work is proposed, clear photographs illustrating the "before" condition of all affected spaces and significant interior features must accompany the Part A application. Post-rehabilitation photographs showing the same general views must be submitted with the Part B application.

Changes to the Floor Plan

A building's floor plan is often one of the key elements in defining the historic character of a building. Since the layout of rooms is an important distinguishing feature of a building, changes to the floor plan should be limited to secondary spaces and should not affect character-defining features or primary spaces. Generally, walls should not be inserted into primary spaces and walls defining primary spaces should not be removed.

For projects that include changes to a building's floor plan, a sketch plan of the building showing the existing room layout and the proposed alterations must be provided. The plans submitted do not need to be drawn by an architect or professionally drafted, but should be understandable and include rough dimensions, as well as the location of doors, windows, fireplaces, stairs, etc.

Removal of Interior Trim or Other Features

Interior features that are important in defining the historic character of a building should be repaired and retained. Character-defining features include but are not limited to the following: columns, cornices, baseboards, fireplaces and mantels, historic paneling, wainscoting, doors, window and door casings, decorative plaster, and staircases. If original features need to be removed during

rehabilitation, they should be reinstalled in their original locations before completion of the project.

The use of salvaged architectural features from other buildings is inappropriate if the effect is to create a "new" historic appearance. In no instance should an original feature, such as a mantel or staircase, be replaced with ones salvaged from another building.

Walls, Ceilings, and Floors

The Standards encourage the repair and retention of original materials and features including walls, ceilings, and floors. Existing ceiling and wall materials such as plaster, wood, or metal should be repaired where possible. Replacement materials should convey the same visual appearance as the original. For example, gypsum wallboard, if finished smooth, is an appropriate substitute for flat plaster. Textured or "blown-on" finishes are not appropriate for use in most historic buildings.

When a new substitute material is introduced, such as gypsum wallboard for plaster, it is important that care is taken to maintain the historic relationship between the wall or ceiling and any existing trim such as door and window casings, baseboards, and ceiling moldings. In most instances, the wall plane should continue to be recessed from window or door casings and baseboards.

Original or existing flooring may be a character-defining feature of the interior. Power sanding and refinishing of early wood floors should be avoided if possible. Note that over-sanding of wood floors may result in unintended damage by creating thin areas, especially at the floor's tongue and groove joints. High gloss varnishes and polyurethanes are generally not appropriate for use in historic buildings due to the tendency to look "wet."

Paints and Finishes

Interior repainting and installation of wallpapers will usually meet the Standards. Exceptions include those interiors where original paints or wallpapers are intact, or where significant decorative paint finishes such as graining, marbleizing, or stenciling have survived. Also of concern would be proposals to paint features which have been historically unfinished or to strip historically painted features to create a "natural wood look."

Insulation

In order to improve energy efficiency of historic buildings, insulation with the proper vapor barrier should be installed in the attic and crawl spaces. Fiberglass batt insulation with an attached vapor barrier may be installed easily in these spaces. Blown-in insulation within the attic is also acceptable if a vapor barrier is provided.

If a building's exterior walls are opened up during rehabilitation, the installation of fiberglass batt insulation with vapor barrier is appropriate. Opening up exterior walls for the express purpose of installing insulation is not recommended. Furthermore, blown-in sidewall insulation is not recommended without an effective vapor barrier. Without a vapor barrier, moisture may condense within the wall cavity, leading to moisture damage to the building's structure.

Heating and Air Conditioning Systems

Installation of new heating and cooling systems should be planned to cause the least alteration possible to the building's floor plan, interior features, and exterior elevations, and the least damage to the historic building materials. Installation of ducts, pipes, and cables should not obscure character-defining features and should be concealed whenever possible within attics, crawl spaces, closets, service rooms, or wall cavities.

Electrical and Plumbing Systems

Installation or repair of electrical and plumbing systems will almost always meet the Standards. Some visible features of early plumbing and electrical systems may help to define the overall character of the building. The repair and retention of such character-defining lighting and plumbing fixtures is encouraged.

For further information and additional technical assistance regarding rehabilitation projects, the Standards, or the historic preservation tax credits, contact:

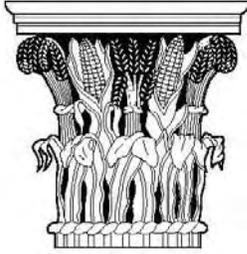
Restoration Branch, HPO
State Historic Preservation Office
N.C. Division of Archives and History
4617 Mail Service Center
Raleigh, NC 27699-4617

Telephone 919-733-6547
Fax 919-715-4801

The Historic Preservation Office has numerous articles and publications relating to various aspects of historic preservation, including the Preservation Brief series published by the National Park Service. Single copies of the following Preservation Briefs are available upon request from the Restoration Branch at the aforementioned address.

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| PB 1 | The Cleaning and Waterproof Coating of Masonry Buildings | PB 29 | The Repair, Replacement, and Maintenance of Historic Slate Roofs |
| PB 2 | Repointing Mortar Joints in Historic Brick Buildings | PB 30 | The Preservation and Repair of Historic Clay Tile Roofs |
| PB 3 | Conserving Energy in Historic Buildings | PB 31 | Mothballing Historic Buildings |
| PB 4 | Roofing for Historic Buildings | PB 32 | Making Historic Buildings Accessible |
| PB 5 | Preservation of Historic Adobe Buildings | PB 33 | The Preservation and Repair of Historic Stained and Leaded Glass |
| PB 6 | Dangers of Abrasive Cleaning to Historic Buildings | PB 34 | Applied Decoration for Historic Interiors - Preservation of Composition Ornament |
| PB 7 | The Preservation of Historic Glazed Architectural Terra Cotta | PB 35 | Understanding Old Buildings - The Process of Architectural Investigation |
| PB 8 | Aluminum and Vinyl Siding on Historic Buildings | PB 36 | Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes |
| PB 9 | The Repair of Historic Wooden Windows | PB 37 | Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing |
| PB 10 | Exterior Paint Problems on Historic Woodwork | PB 38 | Removing Graffiti from Historic Masonry |
| PB 11 | Rehabilitating Historic Storefronts | PB 39 | Holding the Line: Controlling Unwanted Moisture in Old Buildings |
| PB 12 | The Preservation of Historic Pigmented Structural Glass | PB 40 | Preserving Historic Ceramic Tile Floors |
| PB 13 | The Repair and Thermal Upgrading of Historic Steel Windows | PB 41 | The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront |
| PB 14 | New Exterior Additions to Historic Buildings: Preservation Concerns | PB 42 | The Maintenance, Repair, and Replacement of Historic Cast Stone |
| PB 15 | Preservation of Historic Concrete: Problems and General Approaches | | |
| PB 16 | The Use of Substitute Materials on Historic Building Exteriors | | |
| PB 17 | Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid in Preserving Their Character | | |
| PB 18 | Rehabilitating Interiors in Historic Buildings | | |
| PB 19 | The Repair and Replacement of Historic Wooden Shingle Roofs | | |
| PB 20 | The Preservation of Historic Barns | | |
| PB 21 | Repairing Historic Flat Plaster - Walls and Ceilings | | |
| PB 22 | The Preservation and Repair of Historic Stucco | | |
| PB 23 | Preserving Historic Ornamental Plaster | | |
| PB 24 | Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches | | |
| PB 25 | The Preservation of Historic Signs | | |
| PB 26 | The Preservation and Repair of Historic Log Buildings | | |
| PB 27 | The Maintenance and Repair of Architectural Cast Iron | | |
| PB 28 | Painting Historic Interiors | | |

Complete sets are available for a nominal fee from the Government Printing Office, Superintendent of Documents, P. O. Box 371954, Pittsburgh, PA 15250. Telephone 202/512-1800



North Carolina Department of Cultural Resources
Office of Archives and History
Division of Historical Resources
State Historic Preservation Office

State Historic Rehabilitation Tax Credit for **Nonincome-Producing** Historic Structures

HISTORIC PRESERVATION CERTIFICATION APPLICATION

Instructions

This application is to be filled out in accordance with rules set forth in the North Carolina Administrative Code and the instructions given below. (Pursuant to the *Individual Income Tax Bulletins* and the *Franchise Tax and Corporate Income Tax Rules and Bulletins* issued by the North Carolina Department of Revenue.) Approval of applications and amendments to applications is conveyed to the owner only in writing by the State Historic Preservation Officer (SHPO) or his/her duly authorized representative. The decision by the SHPO with respect to certification is made on the basis of the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings, and specifications), the application forms shall take precedence. Photographs, architectural plans, drawings, and other materials submitted with this application become property of the State Historic Preservation Office (HPO) and may be reproduced without permission.

*Read the following instructions carefully before filling out the attached application. For **nonincome-producing projects Part A must be submitted to and approved by the SHPO prior to undertaking rehabilitation work.** In cases where adequate documentation is not provided, the owner will be notified in writing of the additional information needed to undertake or complete the review. At such time the application shall be placed on hold pending the receipt of complete information. If complete information is not received within 30 days from the date of the request to the owner, the application shall be returned to the owner due to insufficient documentation.*

State historic preservation tax incentives are available for any qualified project that the SHPO designates as a certified rehabilitation of a certified historic structure pursuant to General Statute 105-129.36 and G.S. 105-129.37. These instructions explain the process for obtaining historic preservation certifications for nonincome-producing historic structures. Owners should consult the North Carolina Department of Revenue or a professional tax advisor for information on the tax and financial implications of any matter discussed here. Owners shall include a copy of the final certification, Part B, from the SHPO with each tax return on which an installment of the credit is claimed.

A *certified historic structure* is any structure that is:

- listed individually in the National Register of Historic Places; or,
- located in a National Register or Certified local historic District and certified by the SHPO as contributing to the historic significance of the district.

A *National Register Historic District* is any district listed in the National Register of Historic Places. A *Certified Local Historic District* is any district designated as historic through local zoning which is certified by the Secretary of the Interior as meeting substantially all of

The column capital at Playmakers Theatre is reproduced with permission of the University of North Carolina at Chapel Hill. Artwork by Michael Southern.

the requirements for the listing of districts in the National Register. North Carolina's Certified local historic Districts are: Blount Street HD in Raleigh, Goldsboro HD, and Decatur-Hunter HD in Madison.

A list of individual properties on the National Register of Historic Places and National Register and Certified local historic Districts is maintained by the HPO. For information contact the Survey and Planning Branch of the HPO at 919-733-6545. Listings may also be found at www.cr.nps.gov/nr/research/nris.htm

A *certified rehabilitation* is:

- any rehabilitation of a certified historic structure which the SHPO has certified as meeting the Secretary of the Interior's Standards for Rehabilitation.

To qualify for the tax incentives, property owners must complete the appropriate parts of the Historic Preservation Certification Application and submit them to the SHPO for certification decisions. Applications may be submitted at any time during the year. Mail applications to:

Preservation Tax Credit Coordinator
Restoration Branch, HPO
N.C. Office of Archives and History
4617 Mail Service Center
Raleigh, NC 27699-4617

For nonincome-producing projects Part A must be submitted to and approved by the SHPO prior to undertaking rehabilitation work. An owner may begin a rehabilitation project following approval of Part A by the SHPO but prior to the listing of the property in the National Register, with the intention of having it listed in the Register by the time the project is completed. However, because listing of a property by a desired deadline cannot be guaranteed, **owners are strongly**

urged to secure a National Register listing of their property prior to beginning a rehabilitation.

Amendment Sheets shall be submitted to amend Part A that has already been submitted.

Part B shall be submitted upon completion of the rehabilitation project. This final certification by the SHPO is required before the credit can be taken. For a nonincome-producing project, **a property must be actually listed in the National Register in order for the SHPO to certify Part B or the property will not qualify for the state credit.**

For a nonincome-producing project, **Attachment 1** shall be submitted with Part B in order for the SHPO to certify a property's historic significance within a National Register or Certified Local Historic District. Owners of buildings individually listed in the National Register do not need to complete Attachment 1.

The rules referenced above, technical guidelines, and additional copies of this application may be obtained by contacting the Restoration Branch of the HPO at 919-733-6547. Questions concerning the review status of specific applications should be addressed to the Restoration Branch of the HPO. Notification as to certification will be made in writing by the SHPO.

PART A--DESCRIPTION OF REHABILITATION

Part A must be completed by all owners seeking to have rehabilitations certified by the SHPO. Part A is used to describe proposed rehabilitation work. The Part A determination is preliminary since a formal certification of rehabilitation can be issued to the owner of a "certified historic structure" only after rehabilitation work is completed.

Part A must be submitted to and approved by the SHPO prior to undertaking rehabilitation work, for a nonincome-producing project. Owners will be notified in writing whether or not the proposed project is consistent with the Secretary of the Interior's Standards for Rehabilitation, hereafter cited as the Standards. Proposed work that does not appear to be consistent with the Standards will be identified, and advice in the form of conditions will be given to assist owners in bringing the project into conformance with the Standards.

Evaluation of the Application. All projects are reviewed and evaluated in accordance with the Secretary of the Interior's Standards for Rehabilitation (see page 2). These ten Standards are broadly worded to guide the rehabilitation of all historic structures, such as industrial complexes, warehouses, schools, commercial structures, and residences. The underlying concern expressed in the Standards is the preservation of significant historic materials and features of a building in the process of rehabilitation. The Standards apply with

equal force to both interior and exterior work, and the SHPO reviews the *entire* rehabilitation project (including any attached, adjacent, or related new construction) rather than just a single segment of work. Certification is based on whether the overall project meets the Standards.

Completing Part A

- 1. Name of property.** Provide the name of the property. When the building is known by a historic name, such as the Smith House, include the historic name also. (These names should be consistent with the names provided in the National Register Nomination.) Provide a complete address. Indicate by checking the appropriate box whether the property is listed individually in the National Register, located in a National Register or Certified local historic District, or neither. If it is individually listed, give the date of listing in the National Register. If it is in a National Register or Certified local historic District, provide the name of the district. Consult the Survey and Planning Branch of the HPO at 919-733-6545 for the correct name of the property or the district.
- 2. Data on building and rehabilitation project.** Provide date of construction. Give the use(s) of the building before rehabilitation (e.g., residence, school, commercial building); the proposed use after rehabilitation; and the estimated cost of the rehabilitation (do not give a range). Give the approximate floor area before rehabilitation in square feet, and approximate floor area after rehabilitation in square feet. Provide the estimated project starting date, and the estimated project completion date.
- 3. Project contact.** If different than owner, provide the name, address, Email address, and daytime telephone number of the person to whom inquiries regarding specifics of project work should be directed.
- 4. Owner.** Give the owner's name. Sign and date the application. If the owner is a corporation or partnership, give both the name of that entity and the name of the person who signs the form. Give the owner's Social Security or Taxpayer Identification Number. Provide the owner's address and daytime telephone number. If the property has multiple owners, each owner's name, address, and Social Security or Taxpayer Identification Number must be listed. If additional space is needed, attach blank sheets. Long-term lessees may apply for certification if a letter from the owner indicating his/her knowledge of the application and concurrence with its submission accompanies the application.

5. Description of rehabilitation work. In the numbered blocks, provide a description of project work. *Describe the entire project.* Each block should be used to describe the condition of each existing architectural feature as indicated and the effect of the rehabilitation work on the feature(s) or space(s) (see EXAMPLES below). If the property does not have an indicated architectural feature or no rehabilitation work is planned for a feature, state N/A (not applicable). Use the sheet of blank blocks that is provided at the end to describe additional architectural features. Photocopy additional sheets as needed.

In the left block, identify the architectural feature requiring work and describe its existing physical condition. Identify whether the feature described is original to the building, was added at a later date, or is new construction. State the approximate construction date of the feature.

In the right block, explain the rehabilitation work to be undertaken on the architectural feature. Describe the effect (visual, structural, or other) on existing features.

EXAMPLES

NUMBER 1	Architectural feature <u>Masonry</u> Approximate date of feature <u>1903-1914</u>	Describe work and impact on existing feature: Will selectively hand-clean deteriorated joints and repoint with mortar and joint width and profile to match existing.
Describe existing feature and its condition: Hard pressed red brick foundation and chimneys in good condition. Mortar mostly sound, but deteriorated and missing around downspout at east end of front foundation.		
NUMBER 20	Architectural feature <u>Main Staircase</u> Approximate date of feature <u>1903-1914</u>	Describe work and impact on existing feature: Remove later wall partially enclosing stair. Replace missing balusters with matching pieces. Sand painted banisters and balusters and repaint. Repair treads as needed. Sand and refinish stairs.
Describe existing feature and its condition: Original stair off central hall to attic rooms has been partially enclosed. Some balusters missing and treads worn.		

Photographs. Provide *good, clear photographs* of the building and its surroundings as they appear before rehabilitation to document *both* interior and exterior conditions. Good photographic coverage is a very important part of the application. Photographs should show all elevations (sides) of the building(s), views of the building in its setting on the street or in its environment, and interior spaces and features, including all areas of proposed work. Photographs should be labeled with the property name and address, the view (e.g., front, east side, upstairs bedroom #2), and a brief description of what is shown. In many cases, it may be helpful to mark the areas of proposed work directly on the photographs. Photographs may be black and white or color, but must show architectural features *clearly*. Please do not mount photographs on pages or in binders. Photographs are not returnable. Refer to ["A Short Primer on your Photographs"](#) sheet for additional information.

For nonincome-producing projects: Projects in counties served by our Eastern and Western offices should submit a **second duplicate set of photographs**. These counties are:

- | | | |
|-----------|-----------|--------------|
| Alexander | Edgecombe | Northampton |
| Alleghany | Gates | Onslow |
| Ashe | Graham | Pamlico |
| Avery | Greene | Pasquotank |
| Beaufort | Halifax | Perquimans |
| Bertie | Haywood | Pitt |
| Buncombe | Henderson | Polk |
| Burke | Hertford | Rutherford |
| Caldwell | Hyde | Swain |
| Camden | Jackson | Transylvania |
| Carteret | Jones | Tyrrell |
| Cherokee | Lenoir | Washington |
| Chowan | Macon | Watauga |
| Clay | Madison | Wilkes |
| Cleveland | Martin | Wilson |
| Craven | McDowell | Yancey |
| Currituck | Mitchell | |
| Dare | Nash | |

The Secretary Of the Interior's Standards for Rehabilitation

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. The application of these Standards to rehabilitation projects is to be the same as under the previous version so that a project previously acceptable would continue to be acceptable under these Standards.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and

integrity of the historic property and its environment would be unimpaired.

Drawings or sketches. Drawings or sketches are necessary for proposed work when major exterior and/or interior alterations, new construction, additions, or major site changes are planned. They must show existing wall configurations and proposed changes. Documentation should include floor plans and, where appropriate, elevations, sections, details, and site drawings. Projects in counties served by our Eastern and Western offices should submit a **second duplicate set of drawings**. See page 3 for a list of these counties.

Special Rehabilitation Concerns. Several areas of special concern to the SHPO in reviewing and evaluating preservation tax incentive projects have been identified in the enclosed *Guidelines for Meeting Rehabilitation Standards*. Owners should take care to address these concerns when undertaking rehabilitation work. The *Guidelines for Rehabilitating Historic Buildings* and "Preservation Briefs" published by the National Park Service provide further guidance on these and other areas of concern. For information on these publications, contact the Restoration Branch of the HPO at 919-733-6547.

Processing Fees. Refer to page 7 of these instructions.

AMENDMENT SHEET

If substantive changes are made to a rehabilitation project at any time after submission of Part A, submit an amendment sheet. Provide the name and address of the property exactly as furnished in Part A. Give the item number of Part A that is being amended. Indicate changes in project work, giving the originally proposed treatment and the amended work item description. Provide the information in the same format as in Part A. Give the owner's name. Sign and date the form. Give the owner's address and daytime telephone number. Submit the amendment sheet to the SHPO. Approval of amendments to Part A is conveyed to the owner only in writing by the SHPO.

PART B--REQUEST FOR CERTIFICATION OF COMPLETED WORK

A project does not become a "certified rehabilitation" eligible for the state tax credit until it is completed and so designated by the SHPO. Upon completion of the rehabilitation project, the owner(s) must submit Part B, including after rehabilitation photographs (both exterior and interior, preferably showing the same views as shown in the previously submitted before rehabilitation photographs). It may be necessary for the HPO to inspect the completed project to determine if the work meets the Standards.

Completing Part B

- 1. Name of property.** Provide the name and address of the property exactly as furnished in Part A. Indicate by checking the appropriate box whether the property is listed individually in the National Register of Historic Places or located in a National Register or Certified local historic District. If it is individually listed, give the date of listing in the National Register. If it is in a National Register or Certified Local Historic District, submit Attachment 1 (instructions below).
- 2. Data on rehabilitation project.** Give the date on which the project started and the date on which the rehabilitation work was completed and the building placed in service. Provide the costs attributed solely to the rehabilitation of the historic structure. Give the costs of new construction associated with the rehabilitation, including additions, site work, and landscaping.
- 3. Owner.** Give the owner's name. Sign and date the application. If the owner is a corporation or partnership, give both the name of that entity and the name of the person who signs the form. Give the owner's Social Security or Taxpayer Identification Number. Provide the owner's address and daytime telephone number. By his/her signature, the owner certifies that in his/her opinion the completed rehabilitation meets the Secretary of the Interior's Standards for Rehabilitation and is consistent with the work described in the approved Part A. On the reverse of the form, give the names, addresses, and Social Security or Taxpayer Identification Numbers of any and all additional owners. Photocopy additional sheets as needed.

For nonincome-producing projects:
**ATTACHMENT 1--INFORMATION FOR
DETERMINATION OF SIGNIFICANCE FOR
PROPERTIES WITHIN NATIONAL REGISTER OR
CERTIFIED LOCAL HISTORIC DISTRICTS**

The information in Attachment 1 is used to request certification that a structure located within a National Register or Certified local historic District contributes to the significance of the district and therefore qualifies as a "certified historic structure" for the purpose of the state tax credit.

Owners of buildings individually listed in the National Register do not need to complete Attachment 1. Verification of National Register listing may be obtained by contacting the Survey and Planning Branch of the HPO at 919-733-6545. Listings may also be found at www.cr.nps.gov/nr/research/nris.htm

Evaluation of Attachment 1. All projects are reviewed and evaluated in accordance with the Standards for

Evaluating Significance within National Register or Certified local historic Districts (see box below). The documentation must be sufficient to: 1) make a judgment about how the building relates to the district as a whole, and 2) determine what particular features of the building contribute to its historic character. In compiling this information it is helpful to consult the National Register nomination on file at the Survey and Planning Branch of the HPO or at the local city or county planning office. *In most cases it should not be necessary for the applicant to do detailed research to describe the building and to provide a statement of significance.*

Standards for Evaluating Significance within National Register or Certified local historic Districts

1. A building contributing to the historic significance of a district is one which by location, design, setting, materials, workmanship, feeling, and association adds to the district's sense of time and place and historical development.
2. A building not contributing to the historic significance of a district is one which does not add to the district's sense of time and place and historical development; or one where the location, design, setting, materials, workmanship, feeling, and association have been so altered or have so deteriorated that the overall integrity of the property has been irretrievably lost.
3. Ordinarily buildings that have been built within the past 50 years do not meet the National Register Criteria for Evaluation and are not considered to contribute to the significance of a district. Buildings less than 50 years old are considered to contribute to the significance of a district if the period of significance specified in the National Register nomination (or Certified Historic designation report) includes the date of the building, or if the nomination (or designation report) establishes that the building individually meets the National Register Criteria Exception for properties less than 50 years old.

Completing Attachment 1

Property Name and Address. Provide the name and address of the property exactly as furnished in Part A and Part B.

- 1. Name of National Register Historic District.** Provide name of National Register Historic District or check the applicable box if it is in one of the certified local historic district.
- 2. Building data.** Provide date of construction, if available, or indicate the approximate date. Give the source of the date, which may be a map, the district nomination, a building permit or other official document, or a former owner. State the approximate

dates of alterations. Check whether or not the building has been moved, and if so give the approximate date of the move.

3. **Provide either a copy of inventory entry on property from Section 7 of the National Register Historic District nomination** or write a description of physical appearance and statement of significance. National Register nominations are located at the State Historic Preservation Office. National Register Historic District nominations are sometimes available through your local historic preservation commission or history rooms of public libraries.

Description of physical appearance. Provide information about the major features of the building on both the exterior and interior. Describe the building in its present condition. Note the architectural style, exterior construction materials (wood, brick, etc.), type of roof (flat, gable, hipped, etc.), number of stories, basic plan (rectangular, irregular, L-shaped, etc.), and distinguishing architectural features (placement and type of windows, chimneys, porches, decorative interior features or spaces). Fully describe any changes that have been made to the building since its original construction--for example, additions, porch enclosures, new storefronts, relocation of doors and windows, and alterations to the interior. Other buildings on the property such as carriage houses, barns, and sheds should also be fully described.

EXAMPLE--This one-and-a-half-story late Queen Anne style house was constructed sometime between 1903-1914. It has typical Queen Anne features: irregular massing with an asymmetrical facade; steeply pitched hipped roofs with a dominant front-facing gable that overhangs a cutaway bay window in the wall below; and a full-width wrap-around, one-story porch. Other features include: a porte-cochere that extends from the full-width porch; wood siding with restrained decorative detailing; the original front door with sidelights and transoms; two-over-two double-hung sash windows; and multiple gabled dormers and chimneys. The front porch and porte-cochere have been altered--the original porch floor structure, columns, and railings have been replaced with a concrete slab and metal supports and railings respectively. Later rear additions from the first half of this century and the porte-cochere are deteriorating due to roof leaks. On the interior, the entrance hall leads into the central hall through an arched opening with multiple rooms on each side. Partially enclosed, the original stair off the central hall leads to attic rooms. Many of the original features remain intact: the original paneled doors with transoms; the original baseboards, wainscot, and door and window trim; and wood floors. Although the plaster walls and ceilings remain, the majority of the plaster has deteriorated due to roof leaks. The original fireplace mantels were replaced

with masonry mantels, probably in the 1920s or 30s, and the kitchen and bathrooms were updated in the 1960s.

Statement of significance. Summarize how the building contributes to the significance of the district, including the district's period of significance, as identified in the National Register or Certified local historic District nomination or documentation. This statement of significance should also relate to the Standards for Evaluating Significance within National Register or Certified local historic Districts. Discuss the way in which the building relates to others in the district or neighborhood in terms of siting, scale, building materials, style, and period of construction. Note important figures from the past associated with the builder, former uses of the property, and the name of the architect or builder, if known.

EXAMPLE--This residential historic district, a twenty-block area representing the only intact 19th-century neighborhood remaining in town, is composed predominantly of houses built between the Civil War and 1914. Its depressed economic state during most of the 20th century preserved the neighborhood until the 1970s, when local individuals began its revitalization. The great variety of Victorian architectural styles represented by the houses reflects the primarily middle-class tastes of the business and political leaders for whom they were built, as well as the skill of local architects and builders. This historic district is a valuable physical document of a small Southern town neighborhood during the last quarter of the 19th century. This Queen Anne style house is typical in appearance and history of the majority of the houses in the district. It was constructed by local builder A.B. Jones for B.A. Smith, the town pharmacist, who resided in the house until 1947. The house is similar to its neighbors in siting, scale, materials, and style.

4. **Historic district map.** Provide a map of the historic district, clearly identifying the lot on which the building is located. If the map is large, a portion of the map including a portion of the district boundary and a north arrow is sufficient. The map is necessary to verify the building's eligibility for the preservation tax credit.

Special Considerations. Applicants should read carefully the following information about certain special considerations that may apply to their particular case. If a building is in one or more of the categories described below, additional information will be necessary. If this information is provided at the outset, the review process should not be delayed.

Moved Buildings. An applicant must provide additional information to support a certification application for a building that is moved as part of the rehabilitation. Such documentation must discuss: 1) the effect of the move

on the building's appearance (any demolition, changes in foundations, etc.); 2) the setting and general environment of the new site; 3) the effect of the move on the distinctive historic and visual character of the district or environment; and 4) the method used for moving the building. Such documentation must also include photographs showing the previous and new environments, including sites, adjacent buildings, and streetscapes.

Multiple Buildings. Properties containing more than one building where the buildings are functionally related historically to serve an overall purpose, such as a residence and a carriage house, will be treated as a single certified historic structure when the property is rehabilitated as part of an overall project. One application form may be used to request certification for these buildings. Documentation, however, must be submitted for every building to be considered for certification. For instance, if a house and carriage house are both to be certified, a single application may be used but a description and a statement of significance and full photographic coverage of each building must be provided. If buildings are under separate ownership, however, a separate application must be filled out by each owner. A sketch map or site plan should be provided to show the current relationship of the buildings. Proposals for demolition of components will be considered in the review of the rehabilitation work.

Preliminary Determinations. Attachment 1 shall be submitted with Part B in order for the SHPO to certify a property's historic significance within a National Register or certified local historic district. Sometimes Attachment 1 may be submitted with Part A if the applicant needs a preliminary and non-binding determination of a property's historic significance within a National Register or certified local historic district prior to undertaking rehabilitation. This determination is preliminary and non-binding since a formal certification can be issued to the owner only after rehabilitation work is completed. Please contact the tax credit coordinator at 919-733-6547 to discuss this special situation.

Fees For Processing Rehabilitation Certification Requests.

Fees are charged for reviewing income-producing and nonincome-producing rehabilitation certification requests in accordance with the schedule below.

Payment shall be made according to instructions accompanying the Historic Preservation Certification Application. All checks shall be made payable to: North Carolina Department of Cultural Resources. A certification decision will not be issued on an application until the appropriate remittance is received. Fees are nonrefundable.

The fee for review of PART A--DESCRIPTION OF REHABILITATION projects is \$250.

The fees for review of **PART B--REQUEST FOR CERTIFICATION OF COMPLETED WORK** are based on the dollar amount of the costs attributed solely to the rehabilitation of the certified historic structure as provided by the owner in the Historic Preservation Certification Application, Request for Certification of Completed Work, in accordance with the schedule below.

Completed Qualifying Rehabilitation Expenditures	*Fee
\$25,000 - \$49,999	\$250
\$50,000 - \$99,999	\$500
\$100,000 - \$149,999	\$750
\$150,000 - \$199,999	\$1,000
\$200,000 - \$299,999	\$1,250
\$300,000 - \$399,999	\$1,750
\$400,000 - \$499,999	\$2,250
\$500,000 - \$999,999	\$2,750
\$1,000,000 - \$4,999,999	\$5,250
\$5,000,000 or more	\$7,750

* The initial fee for review of a proposed rehabilitation project will be deducted from the final review fee.

Each rehabilitation of a separate certified historic structure will be considered a separate project for purposes of computing the fee except in the following cases.

1. In the case of a rehabilitation project which includes more than one certified historic structure where the structures are judged by the reviewing authority to have been functionally related historically to serve an overall purpose, the fee for preliminary review is \$250 and the fee for final review is computed on the basis of the total rehabilitation costs.
2. In the case of multiple building projects where
 - a) there is no historic functional relationship among the structures and which are under the same ownership;
 - b) are located in the same historic district;
 - c) are adjacent or contiguous;
 - d) are of the same architectural type (e.g., rowhouses, loft buildings, commercial buildings); and
 - e) are submitted by the owner for review at the same time,
 the fee for preliminary review is \$250 per structure and the fee for final review is computed on the basis of the total rehabilitation costs of the entire multiple building project to a maximum fee in accordance with the schedule above. If the maximum fee was paid at the time of review of the proposed rehabilitation project, no further fee will be charged for review of a Request for Certification of Completed Work.

Additional guidance on any aspect of this application may be obtained from the Restoration Branch of the HPO. Also available from the HPO are the Guidelines for Rehabilitating Historic Buildings, the National Register publications, and a series of "Preservation Briefs" on

topics such as cleaning, coating, and repair of masonry, storefront alterations, exterior paint problems, and window treatments.

These instructions explain the process required to obtain historic preservation certifications for nonincome-producing historic structures. Owners should consult the North Carolina Department of Revenue or a professional tax advisor for information on the tax and financial implications of any matter discussed here. Owners shall provide a copy of the final certification, Part B, from the SHPO with each tax return on which an installment of the credit is claimed.

Historic Preservation Certifications

For further information regarding the regulations governing the procedures for obtaining historic preservation certifications, contact:

Preservation Tax Credit Coordinator
Restoration Branch, HPO
Office of Archives and History
4617 Mail Service Center
Raleigh, NC 27699-4617
Telephone 919-733-6547 Fax 919-715-4801
www.hpo.dcr.state.nc.us

National Register of Historic Places

For information about the National Register of Historic Places and the requirements and procedures for listing, contact:

National Register Coordinator
Survey and Planning Branch, HPO
Office of Archives and History
4617 Mail Service Center
Raleigh, NC 27699-4617
Telephone 919-733-6545 Fax 919-715-4801
www.hpo.dcr.state.nc.us

Income Taxes

For information on the tax credits for rehabilitating historic structures see the section on tax credits in the Individual Income Tax Bulletins or the Corporate and Franchise Tax Bulletins at www.dor.state.nc.us/practitioner
You may also contact:

North Carolina Department of Revenue
Correspondence Unit
P.O. Box 1168
Raleigh, NC 27602
Telephone toll-free 877-252-3052
www.dor.state.nc.us

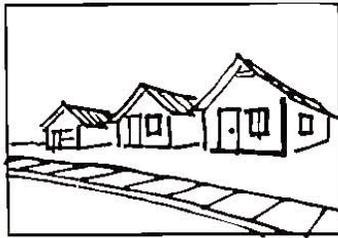
Rev. 10/04

A Short Primer on your

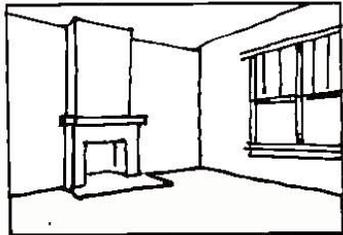
Photographs – (Only Need One Set)

Photographs are perhaps the most important part of your historic preservation certification application, and often one of the most problematic. Taking a little extra time to make sure they're done right is one of the surest ways to expedite our review of your project. Here are a couple of things to consider.

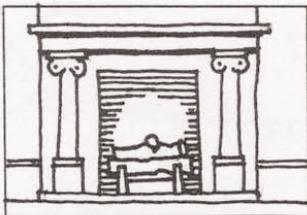
1. Remember that for many of the people who will review your application, the photographs are their **only chance** to get acquainted with your building.



Include a view of the building among its neighbors.



Show overall views of each room in the building- and include as much of the room as possible.



Include close-up views of important elements.

Send plenty of clear, sharp photographs.

We greatly prefer traditional, film-and-a-camera photographs. Digital pictures are acceptable, but only if the resolution is so high that they're indistinguishable from traditional photographs.

For the building exterior, be sure to include:

- views of the building in its setting, including any outbuildings and its neighbors to either side and across the street
- overall views of each side of the building
- close-up views of important features, such as windows, doors, millwork, or other things unique to your project
- close-up views showing the condition of the building's materials, especially if there are problems with deterioration

For the interior, the requirements are similar:

- overall views of each room of the building (An easy way to do this: stand in one corner and shoot the opposite side of the room, then take a picture from the corner)
- close-up views of important features, such as fireplaces, stairways & railings, windows, doors, trim, or other things unique to your project
- close-up views showing the condition of the interior finishes on the floors, walls and ceilings, especially if there are problems

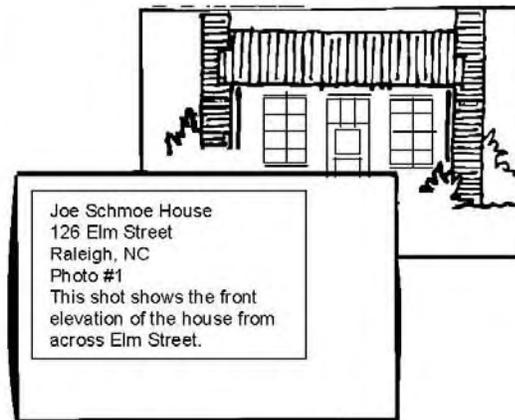
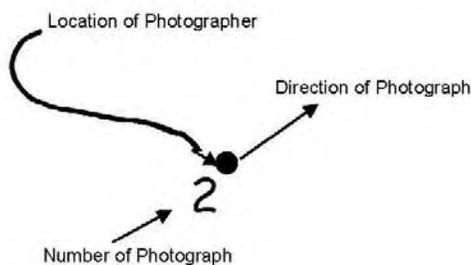
2. Be sure your photographs are all **properly labeled**. Improperly labeled photographs cause **confusion** and will lead to **delays** in your review.

Every photograph must be labeled with the property name, street address, and city and state.

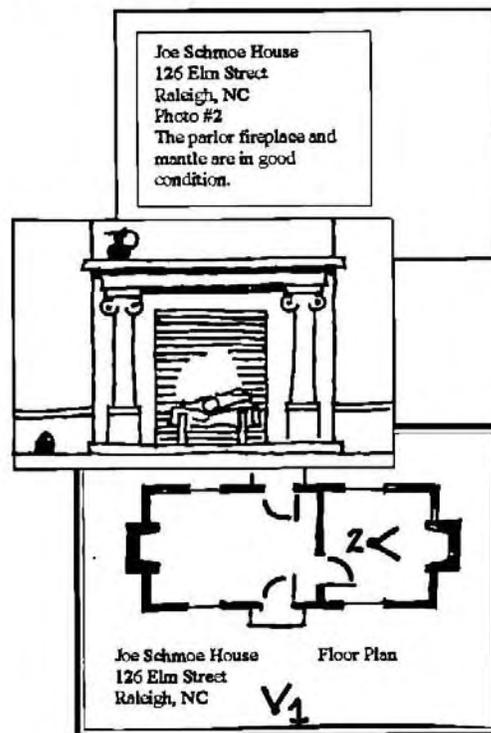
You also need to describe what is shown, and where the picture was taken from. There are a couple of good ways to do this:

- First, you can simply write a **description** of what is shown in the picture and where the picture was taken from.
- Secondly, you can use building floor plans to create a **photograph key**. As in the first option, write a description of what is shown, but instead of verbally describing where the photograph was taken, use symbols and numbers to note on the floor plans the location from which each photograph was taken.

A Good Photograph Symbol:



Every photograph needs to be labeled with the property name, street address, and city and state.



**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART A – DESCRIPTION OF REHABILITATION**

Property Name and Address _____

5. DESCRIPTION OF REHABILITATION WORK—Includes site-work, new construction, alterations, etc. Complete blocks below.

NUMBER 1	Architectural feature <u>Roof</u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
--------------------	---	---

NUMBER 2	Architectural feature <u>Masonry</u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
--------------------	--	---

NUMBER 3	Architectural feature <u>Exterior Woodwork</u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
--------------------	--	---

NUMBER 4	Architectural feature <u>Porch(es)</u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
--------------------	--	---

NUMBER 5	Architectural feature <u>Windows</u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
--------------------	--	---

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART A – DESCRIPTION OF REHABILITATION**

Property Name and Address _____

<p>NUMBER 6</p>	<p>Architectural feature <u> Doors </u></p> <p>Approximate date of feature _____</p> <p>Describe existing feature and its condition:</p> <p>Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>
<p>NUMBER 7</p>	<p>Architectural feature <u> Interior Woodwork </u></p> <p>Approximate date of feature _____</p> <p>Describe existing feature and its condition:</p> <p>Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>
<p>NUMBER 8</p>	<p>Architectural feature <u> Floors </u></p> <p>Approximate date of feature _____</p> <p>Describe existing feature and its condition:</p> <p>Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>
<p>NUMBER 9</p>	<p>Architectural feature <u> Walls </u></p> <p>Approximate date of feature _____</p> <p>Describe existing feature and its condition:</p> <p>Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>
<p>NUMBER 10</p>	<p>Architectural feature <u> Ceilings </u></p> <p>Approximate date of feature _____</p> <p>Describe existing feature and its condition:</p> <p>Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART A – DESCRIPTION OF REHABILITATION**

Property Name and Address _____

NUMBER 11	Architectural feature <u> Kitchen(s) </u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
--------------	---	---

NUMBER 12	Architectural feature <u> Bathrooms </u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
--------------	--	---

NUMBER 13	Architectural feature <u> Plumbing </u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
--------------	---	---

NUMBER 14	Architectural feature <u> Heating/Air Conditioning </u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
--------------	---	---

NUMBER 15	Architectural feature <u> Electrical </u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
--------------	---	---

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART A – DESCRIPTION OF REHABILITATION**

Property Name and Address _____

NUMBER 16	Architectural feature <u>Alterations</u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
---------------------	--	---

NUMBER 17	Architectural feature <u>New Construction/Additions</u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
---------------------	---	---

NUMBER 18	Architectural feature <u>Site Work</u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
---------------------	--	---

NUMBER 19	Architectural feature <u>Outbuilding(s)</u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
---------------------	---	---

NUMBER 20	Architectural feature _____ Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
---------------------	---	---

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART A – DESCRIPTION OF REHABILITATION**

Property Name and Address

NUMBER <input style="width: 100%;" type="text"/>	Architectural feature _____ Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
--	---	---

NUMBER <input style="width: 100%;" type="text"/>	Architectural feature _____ Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
--	---	---

NUMBER <input style="width: 100%;" type="text"/>	Architectural feature _____ Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
--	---	---

NUMBER <input style="width: 100%;" type="text"/>	Architectural feature _____ Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
--	---	---

NUMBER <input style="width: 100%;" type="text"/>	Architectural feature _____ Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
--	---	---

HPO Use Only
Project No.:

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
AMENDMENT SHEET**

Property Name and Address _____

Read the instructions carefully before completing. Use this sheet to amend Part A that has already been submitted.

Check applicable box (es): Income-producing Nonincome-producing

See Attachments

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Tax Identification Number _____ Daytime Telephone Number _____

State Historic Preservation Office (HPO) Use Only

- The SHPO has determined that these project amendments appear to meet the Secretary of the Interior's "Standards for Rehabilitation."
- The SHPO has determined that these project amendments will appear to meet the Secretary of the Interior's Standards for Rehabilitation if the attached conditions are met.
- The SHPO has determined that these project amendments do not appear to meet the Secretary of the Interior's Standards for Rehabilitation for the attached given reasons.

Deputy SHPO _____ Date _____

Continuation Sheet
10/04

North Carolina Department of Cultural Resources
Office of Archives and History
Division of Historical Resources
State Historic Preservation Office
State Tax Credit for Rehabilitating Historic Structures

HPO Use Only Project No.:

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
CONTINUATION SHEET**

Property Name and Address

Read the instructions carefully before completing.

This sheet: continues Part A continues amendment continues Attachment 1

HPO Use Only Project No.:

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART B – REQUEST FOR CERTIFICATION OF COMPLETED WORK**

Read the instructions carefully before completing. Upon completion of the rehabilitation, return this form with representative photographs of the completed project. (both exterior and interior views) to the State Historic Preservation Office (HPO).

Check applicable box (es): Income-producing Nonincome-producing

1. Name of property: _____ Street _____

City _____ County _____ State _____ Zip _____

For Nonincome-producing structures only, check applicable box :

Listed individually in the National Register of Historic Places; give date of listing: _____

Located in a National Register or Certified Local Historic District; please complete Attachment 1.

2. Data on rehabilitation project:

Project starting date: _____ Rehabilitation work on this property was completed on: _____

Estimated rehabilitation expenses attributed solely to the rehabilitation of the historic structure: \$ _____

Estimated rehabilitation expenses attributed to new construction associated with the rehabilitation, including additions, sitework, and landscaping: \$ _____

3. Owner: (space on reverse for additional owners)

I hereby apply for certification of rehabilitation work described above for the purpose of the State Historic Rehabilitation Tax Credit Program for Historic Structures. I hereby attest that the information provided is correct to the best of my knowledge, and that in my opinion the completed rehabilitation meets the Secretary's Standards for Rehabilitation and is consistent with the work described in the "Historic Preservation Certification Application Part A – Description of Rehabilitation." I also attest that I own the property described above.

I hereby attest that the information I have provided is correct to the best of my knowledge, and that I own the property described above.

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Taxpayer Identification Number _____ Daytime Telephone Number _____

HPO Use Only

The HPO has reviewed the "Historic Preservation Certification Application Part B" for the above-named property and the SHPO has determined:

that the property contributes to the significance of the above-named National Register or Certified Local Historic district and is a "certified historic structure" for the purpose of the State Tax Credit for Rehabilitating Historic Structures. (Nonincome-producing structures only)

that the property does not contribute to the significance of the above-named National Register or Certified Local Historic district, and therefore, the property is not a "certified historic structure" for the attached given reasons. (Nonincome-producing structures only)

that the completed rehabilitation meets the Secretary of the Interior's Standards for Rehabilitation and is consistent with the historic character of the property or the district in which it is located. Effective the date indicated below, the rehabilitation of the "certified historic structure" is hereby designated a "certified rehabilitation." This certification is to be used in conjunction with appropriate Department of Revenue regulations. Questions concerning specific tax consequences or interpretations of North Carolina income tax rules and bulletins should be addressed to the Department of Revenue.

that the rehabilitation is not consistent with the historic character of the property or the district in which it is located and that the project does not meet the Secretary of the Interior's Standards for Rehabilitation for the attached given reasons.

Deputy SHPO _____ Date _____

HPO Use Only Project No.:

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART B – REQUEST FOR CERTIFICATION OF COMPLETED WORK**

Property Name and Address

Additional Owners:

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Taxpayer Identification Number: _____ Daytime Phone Number _____

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Taxpayer Identification Number: _____ Daytime Phone Number _____

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Taxpayer Identification Number: _____ Daytime Phone Number _____

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Taxpayer Identification Number: _____ Daytime Phone Number _____

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Taxpayer Identification Number: _____ Daytime Phone Number _____

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Taxpayer Identification Number: _____ Daytime Phone Number _____

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
ATTACHMENT 1
INFORMATION FOR DETERMINATION OF SIGNIFICANCE FOR PROPERTIES
WITHIN NATIONAL REGISTER OR CERTIFIED LOCAL HISTORIC DISTRICTS**

Property Name and Address _____

For nonincome-producing structures only.

Complete Attachment 1 only if your property lies within a National Register or Certified Local Historic District and submit with Part B- REQUEST FOR CERTIFICATION OF COMPLETED WORK. Read the instructions carefully before completing.

1. Name of National Register Historic District: _____

OR

in one of the following Certified Local Historic Districts Blount Street HD, Raleigh Goldsboro HD Decatur-Hunter HD, Madison

2. Building data:

Date of Construction: _____ Source of Date: _____

Date(s) of Alteration(s): _____

Has building been moved? yes no. If so, when? _____

3. Attached is:

Copy of inventory entry on property from Section 7 of the National Register Historic District nomination

OR

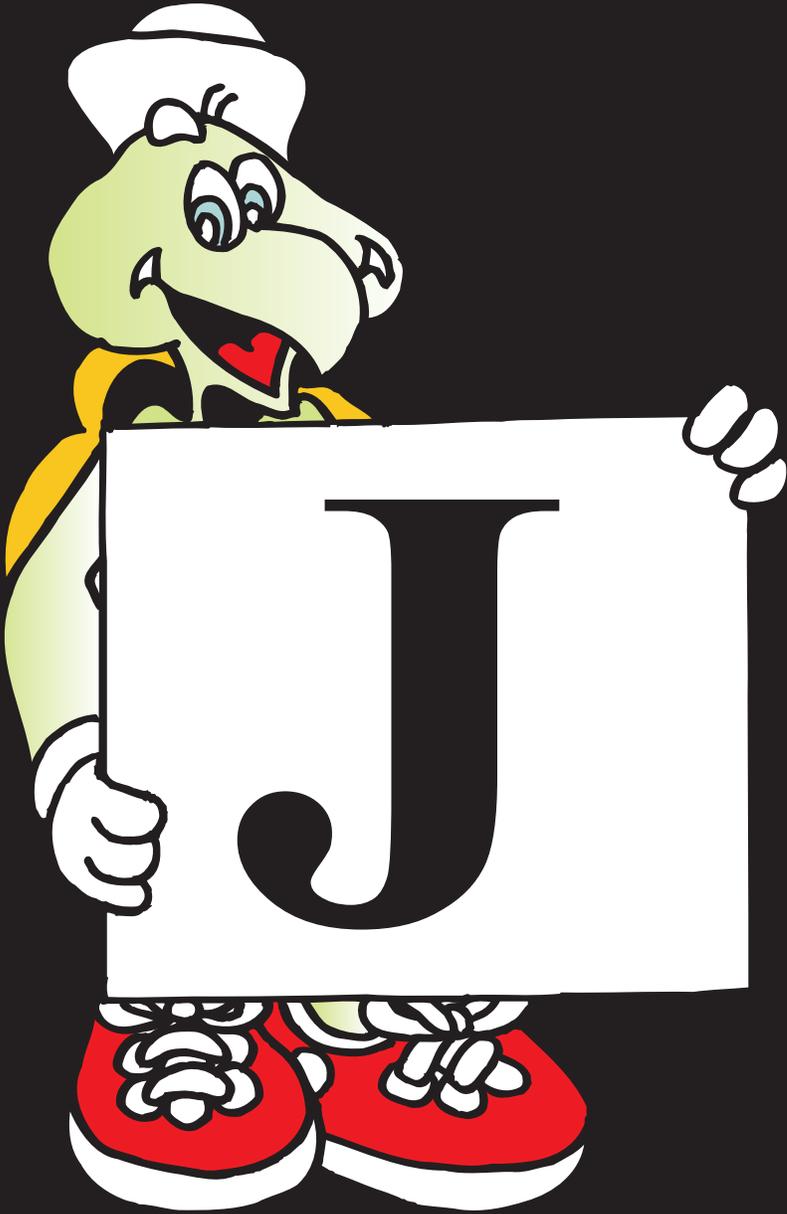
Description of physical appearance (see instructions) :

Statement of significance (see attached instructions) :

4. Historic district map:

Attach a map of the National Register or Certified Local Historic District, and identify the property (see attached instructions).

National Register of Historic Places Nomination Form



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**United States Department of the Interior
National Park Service**

**NATIONAL REGISTER OF HISTORIC PLACES
REGISTRATION FORM**

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in How to Complete the National Register of Historic Places Registration Form (National Register Bulletin 16A). Complete each item by marking "x" in the appropriate box or by entering the information requested. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions. Place additional entries and narrative items on continuation sheets (NPS Form 10-900a). Use a typewriter, word processor, or computer, to complete all items.

1. Name of property

historic name _____

other names/site number _____

2. Location

street & number _____ not for publication

city or town _____ vicinity _____

state _____ code _____ county _____ code _____ zip code _____

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act of 1986, as amended, I hereby certify that this _____ nomination _____ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60. In my opinion, the property _____ meets _____ does not meet the National Register Criteria. I recommend that this property be considered significant _____ nationally _____ statewide _____ locally. (_____ See continuation sheet for additional comments.)

Signature of certifying official _____ Date _____

State or Federal agency and bureau _____

In my opinion, the property _____ meets _____ does not meet the National Register criteria. (_____ See continuation sheet for additional comments.)

Signature of commenting or other official _____ Date _____

State or Federal agency and bureau _____

4. National Park Service Certification

I, hereby certify that this property is:

Signature of the Keeper

Date of Action

- entered in the National Register
____ See continuation sheet.
- determined eligible for the
National Register
- See continuation sheet.
- determined not eligible for the
National Register
- removed from the National Register
- other (explain): _____

Name of Property

County and State

5. Classification

Ownership of Property
(Check as many boxes as apply)

- private
- public-local
- public-State
- public-Federal

Category of Property
(Check only one box)

- building(s)
- district
- site
- structure
- object

Number of Resources within Property
(Do not include previously listed resources in the count)

Contributing	Noncontributing	
_____	_____	buildings
_____	_____	sites
_____	_____	structures
_____	_____	objects
_____	_____	Total

Name of related multiple property listing
(Enter "N/A" if property is not part of a multiple property listing.)

Number of contributing resources previously listed in the National Register

6. Function or Use

Historic Functions
(Enter categories from instructions)

Cat: _____	Sub: _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Current Functions
(Enter categories from instructions)

Cat: _____	Sub: _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7. Description

Architectural Classification (Enter categories from instructions)

Materials (Enter categories from instructions)

foundation _____
roof _____
walls _____
other _____

Narrative Description

(Describe the historic and current condition of the property on one or more continuation sheets.)

Name of Property

County and State

8. Statement of Significance**Applicable National Register Criteria**

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing)

____ A Property is associated with events that have made a significant contribution to the broad patterns of our history.

____ B Property is associated with the lives of persons significant in our past.

____ C Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.

____ D Property has yielded, or is likely to yield information important in prehistory or history.

Criteria Considerations

(Mark "X" in all the boxes that apply.)

____ A owned by a religious institution or used for religious purposes.

____ B removed from its original location.

____ C a birthplace or a grave.

____ D a cemetery.

____ E a reconstructed building, object, or structure.

____ F a commemorative property.

____ G less than 50 years of age or achieved significance within the past 50 years.

Areas of Significance

(Enter categories from instructions)

Period of Significance

Significant Dates

Significant Person

(Complete if Criterion B is marked above)

Cultural Affiliation

Architect/Builder

Narrative Statement of Significance

(Explain the significance of the property on one or more continuation sheets.)

9. Major Bibliographical References**Bibliography**

(Cite the books, articles, and other sources used in preparing this form on one or more continuation sheets.)

Previous documentation on file (NPS)

____ preliminary determination of individual listing (36 CFR 67) has been requested.

____ previously listed in the National Register

____ previously determined eligible by the National Register

____ designated a National Historic Landmark

____ recorded by Historic American Buildings Survey # _____

____ recorded by Historic American Engineering Record # _____

Primary Location of Additional Data

____ State Historic Preservation Office

____ Other State agency

____ Federal agency

____ Local government

____ University

____ Other

Name of repository: _____

Name of Property _____

County and State _____

10. Geographical Data

Acreage of Property _____

UTM References (Place additional UTM references on a continuation sheet)

Zone Easting Northing
1 _____
2 _____

Zone Easting Northing
3 _____
4 _____
____ See continuation sheet.

Verbal Boundary Description

(Describe the boundaries of the property on a continuation sheet.)

Boundary Justification

(Explain why the boundaries were selected on a continuation sheet.)

11. Form Prepared By

name/title _____

organization _____ date _____

street & number _____ telephone _____

city or town _____ state _____ zip code _____

12. Additional Documentation

Submit the following items with the completed form:

Continuation Sheets

Maps

A **USGS map** (7.5 or 15 minute series) indicating the property's location.

A **sketch map** for historic districts and properties having large acreage or numerous resources.

Photographs

Representative black and white photographs of the property.

Additional items (Check with the SHPO or FPO for any additional items)

Property Owner

(Complete this item at the request of the SHPO or FPO.)

name _____

street & number _____ telephone _____

city or town _____ state _____ zip code _____

Paperwork Reduction Act Statement: This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C. 470 et seq.).

Estimated Burden Statement: Public reporting burden for this form is estimated to average 18.1 hours per response including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Chief, Administrative Services Division, National Park Service, P.O. Box 37127, Washington, DC 20013-7127; and the Office of Management and Budget, Paperwork Reductions Project (1024-0018), Washington, DC 20503.

United States Department of the Interior
National Park Service

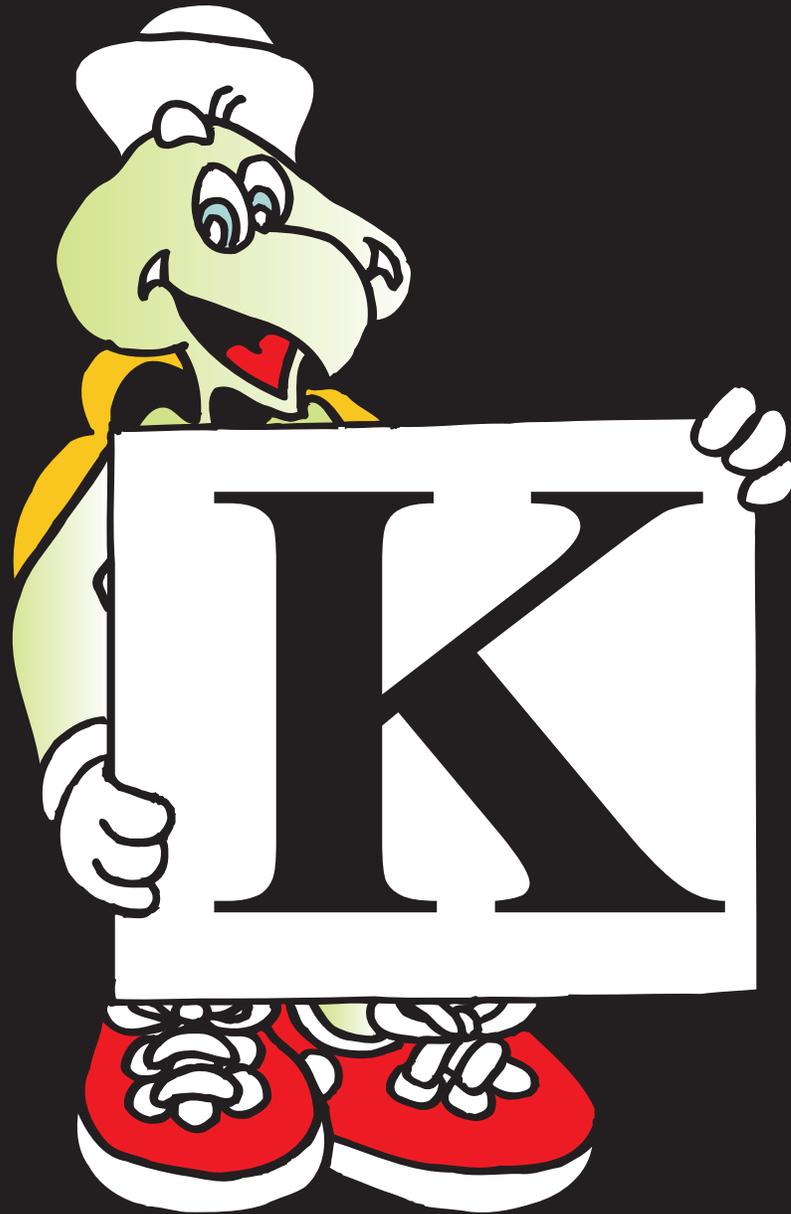
National Register of Historic Places Continuation Sheet

Section Number 8 Page 1

Name of Property here
COUNTY, North Carolina

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Federal Income Tax Credit Application Materials



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North Carolina Department of Cultural Resources
State Historic Preservation Office
Peter B. Sandbeck, Administrator

Michael F. Easley, Governor
Lisbeth C. Evans, Secretary
Jeffrey J. Crow, Deputy Secretary
Office of Archives and History

Division of Historical Resources
David L. S. Brook, Director

February 1, 2007

MEMORANDUM

TO: Historic Preservationists

FROM: Restoration Branch

RE: Federal and State Historic Rehabilitation Tax Credits for Income-Producing Historic Structures

Thank you for your inquiry concerning the historic preservation tax incentives available for the rehabilitation of income-producing historic properties. Attached are application forms and information sheets on these federal and state investment tax credits. Please feel free to copy any of the enclosed materials.

Our office provides technical assistance and information to owners of historic properties, architects, and contractors for historic restoration and rehabilitation projects, including all historic preservation tax credit projects. Although owners utilize the tax credits through the Internal Revenue Service (IRS) and the North Carolina Department of Revenue, the historic preservation certification is through the National Park Service, which we administer at the state level. Tim E. Simmons, AIA, is our Senior Preservation Architect/Income-Producing Tax Credit Coordinator, and we have restoration specialists that cover assigned counties throughout the state. They will be glad to assist you and discuss the preservation tax credit program as it relates to the rehabilitation of historic properties.

You are strongly encouraged to submit the first two parts of the three-part application prior to undertaking any rehabilitation work. As explained in Title 36 of the Code of Federal Regulations, Part 67, Paragraph 67.6(a)(1), "owners who undertake rehabilitation projects without prior approval from the National Park Service do so strictly at their own risk." Furthermore, guidance we have received from the IRS states that "owners who wait until after all work is complete, and the building placed in service, before they file Part 1 of the application...do not qualify for a Historic Rehabilitation Tax Credit." The basis for this option can be found in IRS regulation Section 1.48-12(d)(7) and Section 1.48-12(d)(1).

Please note that the North Carolina General Assembly approved a measure during the 2003 legislative session authorizing the State Historic Preservation Office to **charge a fee** for the review of all state *Historic Preservation Certification Applications*, which includes income-producing state tax credit projects. The new fees became effective on **Monday, November 1, 2004**. All **new** projects received on or after this date will be subject to the fees. Please refer to the enclosed information regarding these new fees.

We appreciate your interest in historic preservation. If you have any questions, please do not hesitate to contact Tim Simmons at 919-733-6547 or tim.simmons@ncmail.net.

lh

Attachments

www.hpo.dcr.state.nc.us

	Location	Mailing Address	Telephone/Fax
ADMINISTRATION	507 N. Blount St., Raleigh NC	4617 Mail Service Center, Raleigh NC 27699-4617	(919) 733-4763 • 733-8653
RESTORATION	515 N. Blount St., Raleigh NC	4617 Mail Service Center, Raleigh NC 27699-4617	(919) 733-6547 • 715-4801
SURVEY & PLANNING	515 N. Blount St., Raleigh NC	4617 Mail Service Center, Raleigh NC 27699-4617	(919) 733-6545 • 715-4801

**NON-INCOME-PRODUCING PROPERTIES:
TWO STEPS FOR RECEIVING TAX CREDITS**

Step 1: Description of Rehabilitation. Determines if the rehabilitation work conforms to the Secretary of the Interior's Standards for Rehabilitation. *Note: Application must be approved prior to starting work. Only certified historic structures qualify for tax credits. Owners are urged to secure a National Register listing prior to starting work.*

Step 2: Request for Final Certification. Determines if the completed work meets the Secretary of the Interior's Standards for Rehabilitation and is therefore designated a certified rehabilitation.

**INCOME-PRODUCING PROPERTIES:
THREE STEPS FOR RECEIVING TAX CREDITS**

Step 1: Evaluation of Significance. Determines if a property is a certified historic structure.

Step 2: Description of Rehabilitation. Determines if the rehabilitation work conforms to the Secretary of the Interior's Standards for Rehabilitation.

Note: In order to be assured of receiving tax credits, owners are urged to get approval of Steps 1 and 2 prior to starting work.

Step 3: Request for Certification of Completed Work. Determines if the completed work meets the Secretary of the Interior's Standards for Rehabilitation and is therefore designated a certified rehabilitation.

USING THE TAX CREDITS

State and federal tax credits may be used to reduce state or federal income taxes. Please consult with your tax advisor as to how you can utilize the credit.

November 2005

FOR MORE INFORMATION...

Information and applications are available from the State Historic Preservation Office (SHPO). Applications are subject to review by the SHPO and, for Federal tax credits, the National Park Service.

*Restoration Branch
State Historic Preservation Office
Department of Cultural Resources
4613 Mail Service Center
Raleigh, NC 27699-4613
919-733-6547
www.hpo.dcr.state.nc.us*

For information on properties available for restoration contact:

*Preservation North Carolina
220 Fayetteville Street Mall, Suite 200
P.O. Box 27644
Raleigh, NC 27611-7644
919-832-3632
info@presnc.org
www.PreservationNC.org*

*For legislative reference, see
North Carolina General Statutes 105-129.36*

USING REHABILITATION TAX CREDITS TO RENOVATE YOUR HOME OR BUSINESS PROPERTY

An Introduction



*Edenton Cotton Mill
Edenton, North Carolina*

*A Successful Historic Rehabilitation
Tax Credit Project*

This is Preservation North Carolina's first industrial heritage project and perhaps Eastern North Carolina's most intact historic textile site. The mill was organized in 1898. Between 1899 and 1923, more than 70 dwellings were constructed for its workers. The mill is being renovated as luxury condos.



Preservation North Carolina
The Historic Preservation Foundation of North Carolina, Inc.

NORTH CAROLINA AND FEDERAL HISTORIC REHABILITATION TAX CREDITS

WHAT IS A TAX CREDIT?
 A tax credit differs from a tax deduction. A tax deduction simply lowers the amount of your income that is subject to taxation. A tax credit provides a dollar-for-dollar reduction in the amount of taxes you owe. For example, if your tax bill is \$10,000, a \$4,000 credit will reduce your tax bill to \$6,000.

NORTH CAROLINA REHABILITATION TAX CREDITS

In 1987, the North Carolina General Assembly approved the most comprehensive state historic preservation program in the nation. Two tax credit packages were approved:

- A 30% state income tax credit for certified historic structures, including personal residences. Qualified rehabilitation expenses must exceed \$25,000 within a two-year period.
- A 20% state income tax credit for certified rehabilitations of income-producing historic structures, such as commercial and rental buildings. This credit is available for buildings that have been placed on the National Tax Credit (see below). The combination of the two credits can reduce the cost of certified rehabilitations by 40%.

FEDERAL REHABILITATION TAX CREDITS

The federal historic tax credits available for rehabilitation of buildings:

- A 20% federal income tax credit for certified rehabilitations of income-producing certified historic structures. Rehabilitation projects, which receive this credit, are eligible for the 20% state credit, as well.
- A 10% federal income tax credit for rehabilitations of income-producing non-historic structures built before 1936 and used for non-residential purposes. Qualified buildings must exceed adjusted basis of building within two-year period or five-year period for phased projects. There is no federal tax credit for rehabilitation of non-income-producing properties, such as private homes.

EXAMPLES OF HISTORIC REHABILITATION TAX CREDITS AT WORK

The following hypothetical examples of tax credits use structures that were sold through Preservation North Carolina's Endangered Properties Program. For more information about other historic properties available for restoration, please visit the Preservation North Carolina website at www.PreservationNC.org.

**NON-INCOME-PRODUCING PROPERTIES
 30% STATE REHABILITATION TAX CREDIT**



King Horse, Goldsboro, NC

Hypothetical Examples
 Purchase Price: \$25,000
 Qualified Rehabilitation Expenses*: \$100,000
30% State Tax Credit: \$30,000
 *Rehabilitation cost must exceed \$25,000

**INCOME-PRODUCING PROPERTIES
 COMBINED 20% STATE REHABILITATION AND
 20% FEDERAL REHABILITATION TAX CREDITS**



Bank of Robersonville, Robersonville, NC

Hypothetical Examples
 Purchase Price: \$25,000
 Qualified Rehab Expenses*: \$100,000
20% State Tax Credit: \$20,000
20% Federal Tax Credit: \$20,000
 *Rehabilitation costs must exceed adjusted basis of building

TAX CREDIT GLOSSARY

- **Certified Historic Structures:** Buildings which are either: a) listed individually on the National Register of Historic Places; b) located within a National Register Historic District and are certified as contributing to the historic character, and containing a building; c) a local historic district as designated by the National Park Service. The State Historic Preservation Office and the National Park Service must certify the building as a Certified Historic Structure.
- **Certified Rehabilitations:** A rehabilitation which has been approved by the State Historic Preservation Office or the National Park Service. All work must adhere to the Secretary of the Interior's Standards for Rehabilitation in order to qualify for the credit.
- **Income-Producing Structures:** Structures put into service as places of business, such as commercial, retail, or rental use.
- **Non-Income-Producing Structures:** Structures, such as private homes, which do not generate income.
- **Secretary of the Interior's Standards for Rehabilitations:** National Park Service standards that govern tax credit rehabilitation projects.

Article 3D.

Historic Rehabilitation Tax Credits.

§ 105-129.35. Credit for rehabilitating income-producing historic structure.

(a) Credit. – A taxpayer who is allowed a federal income tax credit under section 47 of the Code for making qualified rehabilitation expenditures for a certified historic structure located in this State is allowed a credit equal to twenty percent (20%) of the expenditures that qualify for the federal credit. To claim the credit allowed by this subsection, the taxpayer must provide a copy of the certification obtained from the State Historic Preservation Officer verifying that the historic structure has been rehabilitated in accordance with this subsection.

(b) **(Repealed January 1, 2008, for property placed in service on or after January 1, 2008)** Allocation. – Notwithstanding the provisions of G.S. 105-131.8 and G.S. 105-269.15, a pass-through entity that qualifies for the credit provided in this section may allocate the credit among any of its owners in its discretion as long as an owner's adjusted basis in the pass-through entity, as determined under the Code, at the end of the taxable year in which the certified historic structure is placed in service, is at least forty percent (40%) of the amount of credit allocated to that owner. Owners to whom a credit is allocated are allowed the credit as if they had qualified for the credit directly. A pass-through entity and its owners must include with their tax returns for every taxable year in which an allocated credit is claimed a statement of the allocation made by the pass-through entity and the allocation that would have been required under G.S. 105-131.8 or G.S. 105-269.15.

(c) Definitions. – The following definitions apply in this section:

- (1) Certified historic structure. – Defined in section 47 of the Code.
- (2) Pass-through entity. – Defined in G.S. 105-228.90.
- (3) Qualified rehabilitation expenditures. – Defined in section 47 of the Code.
- (4) State Historic Preservation Officer. – Defined in G.S. 105-129.6. (1993, c. 527, ss. 1, 2; 1997-139, ss. 1, 2; 1998-98, ss. 36, 69; 1999-389, ss. 2, 5, 6; 2001-476, s. 19(a); 2003-284, s. 35A.1; 2003-415, ss. 1, 2; 2003-416, s. 4(c).)

§ 105-129.36. Credit for rehabilitating nonincome-producing historic structure.

(a) Credit. – A taxpayer who is not allowed a federal income tax credit under section 47 of the Code and who makes rehabilitation expenses for a State-certified historic structure located in this State is allowed a credit equal to thirty percent (30%) of the rehabilitation expenses. To qualify for the credit, the taxpayer's rehabilitation expenses must exceed twenty-five thousand dollars (\$25,000) within a 24-month period. To claim the credit allowed by this subsection, the taxpayer must provide a copy of the certification obtained from the State Historic Preservation Officer verifying that the historic structure has been rehabilitated in accordance with this subsection.

(b) Definitions. – The following definitions apply in this section:

- (1) Certified rehabilitation. – Repairs or alterations consistent with the Secretary of the Interior's Standards for Rehabilitation and certified as such by the State Historic Preservation Officer prior to the commencement of the work.
- (2) Rehabilitation expenses. – Expenses incurred in the certified rehabilitation of a certified historic structure and added to the property's basis. The term does not include the cost of acquiring the property, the cost attributable to the enlargement of an existing building, the cost of sitework expenditures, or the cost of personal property.
- (3) State-certified historic structure. – A structure that is individually listed in the National Register of Historic Places or is certified by the State Historic Preservation Officer as contributing to the historic significance of a National Register Historic District or a locally designated historic district certified by the United States Department of the Interior.
- (4) State Historic Preservation Officer. – The Deputy Secretary of Archives and History or the Deputy Secretary's designee who acts to administer the historic preservation programs within the State.

(c) Recodified as G.S. 105-129.36A by Session Laws 2003-284, s. 35A.2, effective July 15, 2003. (1993, c. 527, ss. 1, 2; 1997-139, ss. 1, 2; 1998-98, ss. 36, 69; 1999-389, ss. 3, 5, 6; 2002-159, s. 35(e); 2003-284, ss. 35A.2, 35A.3.)

§ 105-129.36A. Rules; fees.

(a) Rules. – The North Carolina Historical Commission, in consultation with the State Historic Preservation Officer, may adopt rules needed to administer the certification process required by this section.

(b) Fees. – The North Carolina Historical Commission, in consultation with the State Historic Preservation Officer, may adopt a schedule of fees for providing certifications required by this Article. In establishing the fee schedule, the Commission shall consider the administrative and personnel costs incurred by the Department of Cultural Resources. An application fee may not exceed one percent (1%) of the completed qualifying rehabilitation expenditures. The proceeds of the fees are receipts of the Department of Cultural Resources and must be used for performing its duties under this Article. (1993, c. 527, ss. 1, 2; 1997-139, ss. 1, 2; 1998-98, ss. 36, 69; 1999-389, ss. 3, 5, 6; 2002-159, s. 35(e); 2003-284, s. 35A.2.)

§ 105-129.37. Tax credited; credit limitations.

(a) Tax Credited. – The credits provided in this Article are allowed against the income taxes levied in Article 4 of this Chapter.

(b) Credit Limitations. – The entire credit may not be taken for the taxable year in which the property is placed in service but must be taken in five equal installments beginning with the taxable year in which the property is placed in service. Any unused portion of the credit may be carried forward for the succeeding five years. A credit allowed under this Article may not exceed the amount of the tax against which it is

claimed for the taxable year reduced by the sum of all credits allowed, except payments of tax made by or on behalf of the taxpayer.

(c) Forfeiture for Disposition. – A taxpayer who is required under section 50 of the Code to recapture all or part of the federal credit for rehabilitating an income-producing historic structure located in this State forfeits the corresponding part of the State credit allowed under G.S. 105-129.35 with respect to that historic structure. If the credit was allocated among the owners of a pass-through entity, the forfeiture applies to the owners in the same proportion that the credit was allocated.

(d) Forfeiture for Change in Ownership. – If an owner of a pass-through entity that has qualified for the credit allowed under G.S. 105-129.35 disposes of all or a portion of the owner's interest in the pass-through entity within five years from the date the rehabilitated historic structure is placed in service and the owner's interest in the pass-through entity is reduced to less than two-thirds of the owner's interest in the pass-through entity at the time the historic structure was placed in service, the owner forfeits a portion of the credit. The amount forfeited is determined by multiplying the amount of credit by the percentage reduction in ownership and then multiplying that product by the forfeiture percentage. The forfeiture percentage equals the recapture percentage found in the table in section 50(a)(1)(B) of the Code. The remaining allowable credit is allocated equally among the five years in which the credit is claimed.

(e) Exceptions to Forfeiture. – Forfeiture as provided in subsection (d) of this section is not required if the change in ownership is the result of any of the following:

- (1) The death of the owner.
- (2) A merger, consolidation, or similar transaction requiring approval by the shareholders, partners, or members of the taxpayer under applicable State law, to the extent the taxpayer does not receive cash or tangible property in the merger, consolidation, or other similar transaction.

(f) Liability From Forfeiture. – A taxpayer or an owner of a pass-through entity that forfeits a credit under this section is liable for all past taxes avoided as a result of the credit plus interest at the rate established under G.S. 105-241.1(i), computed from the date the taxes would have been due if the credit had not been allowed. The past taxes and interest are due 30 days after the date the credit is forfeited. A taxpayer or owner of a pass-through entity that fails to pay the taxes and interest by the due date is subject to the penalties provided in G.S. 105-236. (1993, c. 527, ss. 1, 2; 1997-139, ss. 1, 2; 1998-98, ss. 36, 69; 1999-389, ss. 4, 5, 6.)

§ 105-129.38: Reserved for future codification purposes.

§ 105-129.39: Reserved for future codification purposes.

State Historic Preservation Office
Office of Archives and History
Division of Historical Resources
North Carolina Department of Cultural Resources

State and Federal Historic Rehabilitation Tax Credits

State tax credits are available for the rehabilitation of nonincome-producing historic properties in addition to federal and state tax credits for income-producing historic properties. The present historic preservation tax credit measures provide:

- A **20% state tax credit** for rehabilitation of **income-producing historic structures** that also qualify for the **20% federal investment tax credit**. In effect, the combined federal-state credits reduce the cost of a certified rehabilitation of an income-producing historic structure by 40%.
N. C. General Statute (GS) 105-29.35 and .37
- A **30% state tax credit** for qualifying rehabilitation of **nonincome-producing historic structures**, including owner-occupied personal residences. There is no equivalent federal credit for such rehabilitations. (see Nonincome-producing fact sheet)

Income-producing properties

- Only certified historic structures will qualify for the credits. A “certified historic structure” is defined as a building that is listed in the **National Register of Historic Places**, either individually or as a contributing building in a National Register historic district, or as a contributing building within a local historic district that has been certified by the Department of the Interior. (There are only three of the latter in North Carolina. These are the Blount Street Historic District in Raleigh, the Goldsboro Historic District, and the Decatur-Hunter Historic District in Madison.)
- The federal tax credit for income-producing buildings provides for “preliminary certification” that enables an owner to take the credit for a qualifying rehabilitation even before the structure is actually listed in the National Register of Historic Places.
- The rehabilitation of the historic structure must be substantial. For income-producing properties, the rehabilitation expenses must exceed the greater of the “adjusted basis” of the building or \$5,000 within a 24-month period or a 60-month period for phased projects.
- All rehabilitation work must meet the Secretary of the Interior’s *Standards for Rehabilitation*. Applications for income-producing structures are subject to a joint review by the State Historic Preservation Office and the National Park Service, with final authority resting with the National Park Service.
- The credits cannot be claimed against the cost of acquisition, new additions, site work, or personal property. Only costs incurred in work upon or within a historic structure will qualify. Interior work such as the installation of new HVAC, electrical, or plumbing systems, finishes, and other alterations will qualify if the work meets the Secretary of the Interior’s *Standards for Rehabilitation*.
- Property owners of income-producing historic structures are ***strongly advised to consult with the State Historic Preservation Office before beginning a rehabilitation*** to resolve potential design and rehabilitation problems that could result in denial of the credits.

**Historic Rehabilitation Tax Credits:
Income-producing properties**

A property is listed in the **National Register of Historic Places** by a nomination, which is a research report prepared according to detailed state and federal guidelines. The final authority on National Register listing is the federal Keeper of the National Register in Washington, DC. In its role as administrator of the National Register program in North Carolina, the N. C. State Historic Preservation Office is charged with ensuring that nominations forwarded by the State Historic Preservation Officer to the Keeper are complete and correct. The State Historic Preservation Office provides direction to preparers but does not write nominations. Most nominations are prepared by private consultants hired by property owners, local governments, or private non-profit organizations. The nomination process may take six months to two years or longer.

This information describes the federal and state historic preservation tax credit programs in very general terms only. Taxpayers should consult a professional tax advisor, the North Carolina Department of Revenue, or the Internal Revenue Service for help in determining the tax and other financial implications of any matter discussed here. For further information regarding the procedures for obtaining historic preservation certifications, contact:

Tim Simmons, Senior Preservation Architect/Tax Act Coordinator
Restoration Branch, N.C. State Historic Preservation Office
N.C. Division of Historical Resources
4617 Mail Service Center
Raleigh, NC 27699-4617 Telephone: 919/733-6547 Fax: 919/715-4801

For information about the National Register of Historic Places and the requirements and procedures for listing, contact:

Ann Swallow, National Register Coordinator
Survey and Planning Branch, N.C. State Historic Preservation Office
N.C. Division of Historical Resources
4617 Mail Service Center
Raleigh, NC 27699-4617 Telephone: 919/733-6545 Fax: 919/715-4801

Visit our web site: www.hpo.dcr.state.nc.us

nci fact sheet Oct 04

State Historic Preservation Office
Office of Archives and History
Division of Historical Resources
North Carolina Department of Cultural Resources

State Mill Rehabilitation Tax Credits

The “mills bill,” prompted by the closure of many textile, tobacco and furniture plants during the past decade, is considered a major economic development initiative. This incentive will enhance the economic feasibility of reusing many of the state's former industrial sites. State tax credits are available for the rehabilitation of income- and nonincome-producing historic mill properties. The mill rehabilitation tax credit measures provide:

- **In enterprise tier* one, two, or three counties, a 40% state tax credit for the “certified rehabilitation” of income-producing historic structures that also qualify for the 20% federal investment tax credit.** In effect, the combined federal-state credits reduce the cost of a certified rehabilitation of an income-producing historic structure by 60%. N.C. General Statute (GS) 105-129.70 through .75
- **In enterprise tier* four or five counties, a 30% state tax credit for the “certified rehabilitation” of income-producing historic structures that also qualify for the 20% federal investment tax credit.** In effect, the combined federal-state credits reduce the cost of a certified rehabilitation of an income-producing historic structure by 50%. N.C. General Statute (GS) 105-129.70 through .75
- **In enterprise tier* one, two, or three counties, a 40% state tax credit for the “certified rehabilitation” of nonincome-producing historic structures.** There is no equivalent federal credit for such rehabilitations. N.C. General Statute (GS) 105-129.70 through .75
- In enterprise tier* four or five counties, a state mill tax credit for the rehabilitation of nonincome-producing historic structures is not available. However the 30% state historic rehabilitation tax credit is still available.
- The state mill rehabilitation tax credit is available in lieu of (as opposed to in addition to) the state historic rehabilitation tax credit.

Eligible Site

An owner may request a preliminary determination of site eligibility from the State Historic Preservation Officer** prior to commencement of rehabilitation work. The property must be an “eligible site” which is a site located in this State that satisfies **all of the following conditions.**

- It is a “certified historic structure” or a State-certified historic structure.
- It was used as a manufacturing facility or for purposes ancillary to manufacturing, as a warehouse for selling agricultural products, or as a public or private utility.
- It has been at least eighty percent (80%) vacant for a period of at least two years immediately preceding the date the “eligibility certification” is made.
- The cost certification documents that the qualified rehabilitation expenditures for a site for which a taxpayer is allowed a credit under section 47 of the Code or the rehabilitation expenses for a site for which the taxpayer is not allowed a credit under section 47 of the Code exceed three million dollars (\$3,000,000) for the site as a whole.

State Mill Rehabilitation Tax Credits:

Eligibility Certification

An owner must obtain the “eligibility certification” from the State Historic Preservation Officer** after the rehabilitation work is completed certifying that the applicable facility comprises an “eligible site” and that the rehabilitation is a “certified rehabilitation.”

This information describes the state mill rehabilitation tax credit program in very general terms only. Taxpayers should consult a professional tax advisor, the North Carolina Department of Revenue, or the Internal Revenue Service for help in determining the tax and other financial implications of any matter discussed here. For further information regarding the procedures for obtaining state mill rehabilitation tax credit certifications, contact:

Tim E. Simmons, Senior Preservation Architect and Tax Credit Coordinator
Restoration Branch, N.C. State Historic Preservation Office
N.C. Division of Historical Resources
4617 Mail Service Center
Raleigh, NC 27699-4617
Telephone: 919/733-6547x242 Fax: 919/715-4801

Email: tim.simmons@ncmail.net

Visit our web site: www.hpo.dcr.state.nc.us

***2006 Enterprise Tier Designations by the N.C. Department of Commerce**

TIER 1	TIER 2	TIER 3	TIER 4	TIER 5
ALLEGHANY	CLEVELAND	ANSON	ALAMANCE	BRUNSWICK
BEAUFORT	COLUMBUS	ASHE	ALEXANDER	BUNCOMBE
BERTIE	GREENE	AVERY	CATAWBA	CABARRUS
BLADEN	MCDOWELL	BURKE	CRAVEN	CARTERET
CALDWELL	MONTGOMERY	CHEROKEE	CUMBERLAND	CHATHAM
CAMDEN	ROBESON	CHOWAN	DAVIDSON	DAVIE
CASWELL	ROCKINGHAM	CURRITUCK	GUILFORD	DURHAM
CLAY	YANCEY	DARE	HARNETT	FORSYTH
EDGECOMBE		DUPLIN	JACKSON	FRANKLIN
GATES		GASTON	LEE	HAYWOOD
GRAHAM		GRANVILLE	LINCOLN	HENDERSON
HALIFAX		HOKE	NASH	IREDELL
HERTFORD		LENOIR	PENDER	JOHNSTON
HYDE		MACON	PITT	MECKLENBURG
JONES		MADISON	RANDOLPH	MOORE
MARTIN		PAMLICO	WATAUGA	NEW HANOVER
MITCHELL		PASQUOTANK	WAYNE	ONSLOW
NORTHAMPTON		PERSON	YADKIN	ORANGE
PERQUIMANS		POLK		UNION
RICHMOND		ROWAN		WAKE
RUTHERFORD		SAMPSON		
SCOTLAND		STANLY		
SWAIN		STOKES		
TYRRELL		SURRY		
VANCE		TRANSYLVANIA		
WARREN		WILKES		
WASHINGTON				
WILSON				

** Application forms are in process and will be used in conjunction with the State Historic Preservation Certification Application. The rules and fee schedule adopted under the state historic rehabilitation tax credit program apply to the state mill rehabilitation tax credit program.

North Carolina Division of Archives and History
State Historic Preservation Office

Federal Preservation Tax Credits for Income-Producing Historic Buildings

What is the Federal Historic Preservation Tax Credit?

An incentive to taxpayers who contribute to the preservation of historic buildings by rehabilitating them.

Provides a dollar-for-dollar reduction of federal income tax owed equal to 20 percent of the cost of rehabilitating “certified historic structures.”

Project must go through the three-part “Historic Preservation Certification Application” process at the state and federal levels—the State Historic Preservation Office and the National Park Service.

Who may apply for the tax credit?

Owners of potential “certified historic structures.”

Lessees of potential “certified historic structures” with a lease term of 27.5 years for residential property and 39 years for nonresidential property.

What buildings are eligible?

Buildings listed individually in the National Register of Historic Places or potentially eligible to be listed. Buildings not listed are required to be listed as part of the final certification.

Buildings located in a “registered historic district” or a potentially eligible district that contribute to the significance of the district. Districts not listed are required to be listed as part of the final certification.

Must be a “certified historic structure” as determined by the National Park Service through the “Historic Preservation Certification Application Part 1—Evaluation of Significance.”

Must be used in a trade or business or held for the production of income for either rental residential or nonresidential purposes.

What rehabilitations qualify?

Must be substantially rehabilitated—expenditures must exceed the greater of the “adjusted basis” of the building or \$5,000 within 24 months or 60 months for phased projects.

Rehabilitation must be consistent with the historic character of the building and, where applicable, with the district in which the building is located, as determined by the National Park Service through the “Historic Preservation Certification Application Part 2—Description of Rehabilitation.”

Must meet the Secretary of the Interior’s “Standards for Rehabilitation.”

(See other side.)

What rehabilitation expenditures qualify?

Expenditures incurred in connection with the rehabilitation of a “certified historic structure” that are properly chargeable to a capital account.

Includes: rehabilitation costs, construction interest and taxes, architectural and engineering fees, legal and professional fees, developer’s fees, and general and administrative costs.

Does not include: acquisition costs, enlargement costs, acquisition interest and taxes, realtor’s fees, paving and landscaping costs, sales and marketing costs, or new building construction costs.

When can a taxpayer claim the tax credit?

Generally, for the taxable year in which the rehabilitated building is placed in service. If all of the credit cannot be used, the excess can be carried back one year and then forward 20 years.

For phased projects, before completion of the entire project on the basis of “qualified progress expenditures” if construction is planned for two or more years.

Must be a “certified rehabilitation” as determined by the National Park Service through the “Historic Preservation Certification Application—Request for Certification of Completed Work.” A copy of this certified application must be filed with the tax return claiming the tax credit.

When are the tax credits subject to recapture?

None if a qualified rehabilitated building is held by the taxpayer for longer than five years after the building is placed in service.

One hundred percent is recaptured if the owner disposes of the property within one year and the amount of such recapture is reduced by 20 percent for each full year that elapses thereafter.

What are the fees for processing rehabilitation certification requests?

The National Park Service’s fee for review of rehabilitation projects ranges from \$500 to \$2,500 for projects with rehabilitation construction costs ranging from \$20,000 to \$1,000,000 plus.

What is the 10 percent federal rehabilitation tax credit?

Available for non-historic buildings built before 1936 used for nonresidential purposes. No “Historic Preservation Certification Application” required.

How does the State of North Carolina Historic Preservation Tax Credit work?

Effective for taxable years beginning on or after January 1, 1998, taxpayers who receive the 20 percent Federal Historic Preservation Tax Credit will also qualify for an additional 20 percent tax credit from the state of North Carolina.

This information sheet describes the Federal Historic Preservation Tax Credit program in very general terms only. Taxpayers should consult an accountant, tax attorney, or other professional tax adviser, legal counsel, or the Internal Revenue Service for help in determining the tax and other financial implications of any matter discussed here. For further information regarding the National Park Service regulations governing the procedures for obtaining historic preservation certifications, contact Tim Simmons, AIA, Senior Preservation Architect/Tax Credit Coordinator, Restoration Branch, State Historic Preservation Office, North Carolina Division of Archives and History, 4617 Mail Service Center, Raleigh, North Carolina 27699-4617; 919-733-6547.

6/8/99

500 copies of this document were printed at a cost of \$20.00, or \$0.04 per copy.

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior is responsible for establishing standards for all national preservation programs under Departmental authority and for advising Federal agencies on the preservation of historic properties listed or eligible for listing in the National Register of Historic Places.

*The Standards for Rehabilitation, a section of the Secretary's Standards for Historic Preservation Projects, address the most prevalent preservation treatment today: **rehabilitation**. Rehabilitation is defined as the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.*

The Secretary of the Interior's Standards for Rehabilitation

The Standards that follow were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction.

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Note: To be eligible for Federal tax incentives, a rehabilitation project must meet all ten Standards. The application of these Standards to rehabilitation projects is to be the same as under the previous version so that a project previously acceptable would continue to be acceptable under these Standards.

Certain treatments, if improperly applied, or certain materials by their physical properties, may cause or accelerate physical deterioration of historic buildings. Inappropriate physical treatments include, but are not limited to: improper repointing techniques; improper exterior masonry cleaning methods; or improper introduction of insulation where damage to historic fabric would result. In almost all situations, use of these materials and treatments will result in denial of certification. In addition, every effort should be made to ensure that the new materials and workmanship are compatible with the materials and workmanship of the historic property.

Guidelines to help property owners, developers, and Federal managers apply the Secretary of the Interior's Standards for Rehabilitation are available from the National Park Service, State Historic Preservation Offices, or from the Government Printing Office. For more information write: National Park Service, Preservation Assistance Division-424, P.O. Box 37127, Washington, D.C. 20013-7127.

United States Department of the Interior

National Park Service

Historic Preservation Certification Application

Instructions

This application is to be filled out in accordance with regulations set forth in Chapter 1, Title 36 of the Code of Federal Regulations, part 67, and the instructions given below. (Pursuant to section 48(g) and 170(h) of the Internal Revenue Code of 1986.) The regulations shall take precedence in the event of any inconsistency with the requirements expressed in this application. National Park Service approval of applications and amendments to applications is conveyed only in writing by duly authorized officials of the Federal Government. The decision by the National Park Service with respect to certification is made on the basis of the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings and specifications), the application forms shall take precedence. Normally, two copies of this application are required, one to be retained by the State Historic Preservation Officer (SHPO) and the other by the National Park Service (NPS). Photographs, architectural plans, drawings and other materials submitted with this application become the property of the National Park Service and may be reproduced by it without permission.

Note: The provisions of the Internal Revenue Code governing tax incentives for the rehabilitation of historic buildings and of non-historic buildings built before 1936 are extremely complex. Applicants should consult an accountant, tax attorney, or other professional tax advisor, or contact the Internal Revenue Service to determine whether these incentives pertain to their own situations.

Read the following instructions carefully before filling out the attached application. Type or print clearly in black ink. In cases where adequate documentation is not provided, review and evaluation cannot be completed, resulting in denial of the requested certification.

HISTORIC PRESERVATION CERTIFICATIONS

Federal historic preservation tax incentives are available for any qualified project that the Secretary of the Interior designates as a certified rehabilitation of a certified historic structure. These incentives are available pursuant to section 48(g) of the Internal Revenue Code of 1986, 90 Stat. 1519, as amended by 100 Stat. 2085, and section 170(h) of the Internal Revenue Code of 1986, 94 Stat. 3204. Federal income and estate tax deductions for charitable contributions of partial interests in a historic property designated a certified historic property are also available.

A *certified historic structure* is any structure, subject to depreciation as defined by the Internal Revenue Code, that is:

- listed individually in the National Register of Historic Places; or,
- located in a registered historic district and certified by the Secretary of the Interior as contributing to the historic significance of the district.

For purposes of the charitable contributions provisions only, a certified historic structure need not be a building nor be depreciable to qualify.

A registered historic district is any district listed in the National Register or any district which is designated under a state or local statute which has been certified by the Secretary of the Interior as containing criteria which will substantially achieve the purpose of preserving and rehabilitating buildings of significance to the district; and which is certified by the Secretary as meeting substantially all of the requirements for the listing of districts in the National Register.

A certified rehabilitation is:

- any rehabilitation of a certified historic structure which the Secretary has certified to the Secretary of the Treasury as being consistent with the historic character of such structure and, where applicable, with the district in which such structure is located.

The Internal Revenue Code limits the tax incentives for rehabilitation to depreciable structures, i.e., buildings used in a trade or business or held for the production of income, such as commercial or rental residential properties. Non-depreciable structures may qualify as certified historic structures only if they are the subjects of charitable contributions for conservation purposes.

Owners of properties listed either individually or within districts in the National Register of Historic Places (a list maintained by the Department of the Interior) are eligible to apply for certifications. Owners of properties located in state or local districts may also apply for certifications if the statutes establishing those districts have been certified by the Secretary of the Interior and the districts have been certified by the Secretary as substantially meeting the National Register Criteria for Evaluation.

To qualify for the tax incentives, property owners must complete the appropriate part or parts of the Historic Preservation Certification Application. Completed applications are sent first to the State Historic Preservation Officer (SHPO). The SHPO will forward applications to NPS, generally with a recommendation. State recommendations are generally followed, but by law all certification decisions are made by NPS on behalf of the Secretary. The NPS decision may differ from the recommendation of the SHPO.

Applications may be sent at any time during the year and may be sent separately or together (if the two parts are sent separately, Part 1 must precede Part 2). Simultaneous submission of Parts 1 and 2, however, permits a more expeditious review. Part 2 will not be processed until an adequately documented Part 1 is on file and acted upon, unless the property is already individually listed in the National Register.

The regulations referenced above, and additional copies of this application may be obtained by contacting the SHPO or the NPS. Applicants are strongly encouraged to submit applications describing proposed work and to receive approval from the NPS prior to the start of construction. Owners who undertake rehabilitation projects without prior approval from the National Park Service do so at their own risk.

Under the procedures outlined in 36 CFR Part 67, Parts 1 and 2 of this application will each generally be reviewed within 60 days of receipt of a completed, adequately documented application (30 days at the State level and 30 days at the Federal level). Questions concerning the review status of specific applications should be addressed to the NPS. Notification as to certification will be made in writing by the NPS. A copy of each notification is provided to the Internal Revenue Service and the SHPO.

Continuation / Amendment Sheets. Use Continuation/Amendment Sheets or blank sheets of paper as needed to provide information concerning special considerations, to continue sections of the application

for which additional space is needed, or to amend an application that has already been submitted. On each sheet include property name and address. Indicate "Part 1" or "Part 2" at the top of the sheet. Give the item number continued from the application and provide information in the same format as on the application.

PART 1 - EVALUATION OF SIGNIFICANCE

The Historic Preservation Certification Application - Part 1 is used for the following purposes:

- to request certification that a depreciable building contributes to the significance of a registered historic district and therefore qualifies as a "certified historic structure" for the purpose of rehabilitation;
- to request certification that a depreciable or non-depreciable structure or building, and, where appropriate, the land area on which such a structure or building is located contributes to the significance of the registered historic district in which it is located, for a charitable contribution for conservation purposes;
- to request certification that a building does not contribute to the significance of the registered historic district in which it is located;
- to request a preliminary determination of whether an individual building not yet on the National Register meets the National Register Criteria for Evaluation and will likely be listed in the National Register when nominated according to the procedures set forth in 36 CFR Part 60;
- to request a preliminary determination that a building located within a potential historic district contributes to the significance of the district;
- to request a preliminary determination that a building outside the period or area of significance of a registered historic district contributes to the significance of the district.

Owners of buildings individually listed in the National Register need not complete Part 1 in most cases. (Verification of National Register listing may be obtained from the SHPO or the listing of National Register entries in the *Federal Register*.) However, owners of properties containing more than one building must submit a single Part 1 application that describes all the buildings within the listing.

Owners must report to the NPS through the SHPO any substantial damage, alteration or change to a property that occurs after issuance of a certification of significance and prior to a final certification of rehabilitation.

Note: If a building is not already listed individually in the National Register of Historic Places, Treasury Regulations require that Part 1 of the application must be submitted before the rehabilitated building is placed in service (Treasury Regulation 1.48-12(d)(1)).

Evaluation of the Application. The documentation in Part 1 applications for buildings in districts must be sufficient: 1) to make a judgment about how the building relates to the district, and 2) to determine what features of the building comprise its historic character. In compiling this information it is helpful to consult the National Register nomination for the district on file at the SHPO or at the local historical commission or state office for certified districts. *It should not be necessary in most cases for the applicant*

to do detailed research to describe the building and to provide a statement of significance. Owners of buildings that are not yet listed in the National Register, or that are located within potential historic districts, may request preliminary determinations from the NPS as to whether such buildings may qualify as certified historic structures when the buildings or the districts are listed in the National Register. Preliminary determinations may also be requested for buildings outside the period or area of significance of a registered historic district. Such requests will be reviewed for conformance with National Register criteria in 36 CFR Part 60 and/or the Secretary's Standards for Evaluating Significance within Registered Historic Districts. These requests will be considered only if the submitted documentation substantially meets the requirements detailed in 36 CFR 60 and NPS instructions on completing National Register nomination forms (available from the SHPO or the NPS). Preparing such applications generally requires expertise in history, architectural history, or related disciplines. Such determinations are preliminary only and are not binding upon the NPS. Preliminary determinations ordinarily become final when the building or district is listed in the National Register, or for buildings outside the period or area of significance of a registered historic district, when the nomination or district documentation is formally amended. This requires 1) the State Historic Preservation Officer to amend the National Register nomination and for the amended nomination to be approved by the NPS; or 2) the state or local jurisdiction for certified historic districts to amend the district documentation and obtain NPS approval. See National Register Bulletin No. 19, *National Park Service Procedures and Policies for Processing National Register Nominations*, for further information.

The Secretary Of the Interior's Standards for Evaluating Significance within Registered Historic Districts

1. A building contributing to the historic significance of a district is one which by location, design, setting, materials, workmanship, feeling and association adds to the district's sense of time and place and historical development.
2. A building not contributing to the historic significance of a district is one which does not add to the district's sense of time and place and historical development; or one where the location, design, setting, materials, workmanship, feeling and association have been so altered or have so deteriorated that the overall integrity of the property has been irretrievably lost.
3. Ordinarily buildings that have been built within the past 50 years shall not be considered to contribute to the significance of a district unless a strong justification concerning their historical or architectural merit is given or the historical attributes of the district are considered to be less than 50 years old.

COMPLETING PART 1

1. **Name of property.** Provide the name of the property. Generally this is its street address. When the building is known by a historic name, such as the Boston Manufacturing Company, or is called by its historic name in the district documentation, include that name also. Provide a complete address, including street, city, county, state and zip code for the property under consideration. If the building is located within a registered historic district, provide the name of the district and check the type of district. Consult the State Historic Preservation Officer for the correct name of the district.
2. **Nature of request.** Check box appropriate for your certification request.
3. **Project contact.** Provide the name, address and daytime telephone number of the person to whom inquiries regarding specifics of the application should be made.

4. Owner. Give the owner's name. Sign and date the application. If the owner is a corporation or partnership, give both the name of that entity and the name of the person who signs the form. Give the owner's Social Security or Taxpayer Identification Number. Provide the owner's address and daytime telephone number. If the property has multiple owners, their names, addresses, and Social Security or Taxpayer Identification Numbers must be listed on a continuation sheet. Long-term lessees may apply if a letter from the owner accompanies the application, indicating knowledge of the application and concurrence with its submission.

5. Description of physical appearance. Provide information about the major features of the building on *both the exterior and the interior*. Describe the building in its present condition (before rehabilitation), not as it was when first built nor as it will be after rehabilitation. Note the architectural style, exterior construction materials (wood, brick, etc.), type of roof (flat, gable, hipped, etc.), number of stories, basic plan (rectangular, irregular, L-shaped, etc.), and distinguishing architectural features (placement and type of windows, chimneys, porches, decorative interior features or spaces). Fully describe any changes that have been made to the building since its original construction—for example, additions, porch enclosures, new storefronts, relocation of doors and windows, and alterations to the interior. Other buildings on the property such as carriage houses, barns, and sheds should also be fully described. (See "Special Considerations: Multiple Buildings") Finally, discuss the way in which the building relates to others in the district or neighborhood in terms of siting, scale, material, construction, and date.

Provide date of construction, if available, or indicate the approximate date. Give the source of the date, which may be a map, the district nomination, a building permit or other official document, or a former owner. State the approximate dates of alterations, and check whether or not the building has been moved.

If the request for certification is for a charitable contribution for conservation purposes and is for a structure or building with surrounding land area, the land area should be described. Boundaries of the land area should be specifically defined.

EXAMPLE - Building within a registered historic district: This three-story, flat-roofed, unpainted brick building, rectangular in shape, was constructed in 1850. It features regularly-spaced arched windows on the second and third floors (6 openings on the east elevation have been filled in over the years, exact date unknown), 2-over-2 double-hung sash, and a prominent bracket cornice. The first floor of the facade has been altered: the existing storefront dates from ca. 1950. On the interior, the first floor is divided into two principal spaces—a large commercial space in front and a smaller office behind. The front room was modernized in the 1950's and contains no surviving historic fabric except for a simple wooden staircase running along the party wall. A pressed metal ceiling is the most prominent feature in the rear office; baseboards, paneled doors, and window and door surrounds also survive in this room. The upper floors have two rooms each, identical in configuration to the first floor; these rooms retain their original appearance, although they contain no architectural detailing of any kind (see photographs).

6. Statement of significance. Summarize how the building contributes to the significance of the district. This summary should relate to the significance of the district (including the district's period of significance) as identified in the National Register nomination or district documentation. This statement of significance should also relate to the Secretary of the Interior's Standards for Evaluating Significance within Registered Historic Districts. Is it similar to other buildings in the district in scale, building materials, style, and period of construction? Note important figures from the past associated with the building, former uses of the property, and the name of the architect or builder, if known.

If the request for certification is for a charitable contribution for conservation purposes and is for a structure or building with surrounding land area, the importance of the land area to the structure or building should be described.

EXAMPLE - Building within a registered historic district: The district is an intact grouping of architecturally significant commercial and industrial buildings constructed between 1850 and 1915 that display a variety of styles and types of architectural ornamentation popular during this era. The district is also significant as an early manufacturing and distribution center, which led to the city's growth as one of the largest cities in the state. Industrial growth in the late 19th and early 20th centuries required the construction of larger buildings and several still exist within the boundaries of the district (see photographs). This modest three-story building is typical in appearance and history of the majority of the buildings in the district. It was originally built for manufacturing buttons, but was converted into a store with offices above during the 1880's when wholesaling grew as an important new activity in the district. The building is similar to its neighbors in size, scale, materials, and style.

7. Photographs and maps. Provide good, clear photographs of the building and its surroundings as they appeared before rehabilitation. Good photographic coverage is a very important part of the application. Photographs supplement, and to some extent may substitute for, some of the descriptive material in number 5. They should show all elevations of the building, views of the building in its setting on the street and representative interior spaces and features.

Photographs should be numbered, dated and labeled with the property name, the view (e.g., east side), and a brief description of what is shown. Photographs should be keyed to the application narrative and sketch map, where appropriate. For clear documentation, 35 mm photographs are recommended.

Provide a map of the historic district, clearly identifying the lot on which the building is located; this is necessary to verify the building's eligibility for the preservation tax provisions. If certification is being sought for one of a group of buildings that are listed together in the National Register, a site plan of the group indicating which of the buildings is under consideration is necessary. For buildings under preliminary consideration for individual listing, a site plan is necessary.

If the request for certification is for a charitable contribution for conservation purposes and is for a structure or building with surrounding land area, include a map specifically defining the boundaries and photographs of the land area.

Special Considerations. Applicants should read carefully the following information about certain special considerations that may apply to their particular case. If a building is in one or more of the categories described below, additional information will be necessary. If this information is provided at the outset, the review process should not be delayed.

Certifications of non-significance. A certification of non-significance is a judgment that a building does not contribute to the significance of a district. The application must clearly demonstrate, therefore, that the building lacks the characteristics that contributing buildings in the district possess. The applicant must show how the building compares to others in its immediate neighborhood and to the district as a whole. The documentation must address changes that have been made to the building since its construction. Good photographs are essential; historic photographs should also be provided if possible. When certification of non-significance is requested on the grounds that the building is so deteriorated that the overall integrity of the property has been lost, it may be necessary to submit a structural engineer's report and additional information to document physical deterioration or structural damage.

Moved buildings. An applicant must provide additional information to support a certification application for a building that has been moved or is a candidate for moving. Such documentation must discuss: 1) the effect of the move on the building's appearance (any proposed demolition, proposed changes in foundations, etc.); 2) the new setting and general environment of the proposed site; 3) the effect of the move on the distinctive historic and visual character of the district; 4) the method to be used for moving the building. Such documentation must also include photographs showing the previous and proposed environments, including sites, adjacent buildings, and streetscapes. For buildings individually listed in the National Register, the procedures published in 36 CFR Part 60 must be followed prior to the move, or the buildings will be removed from the National Register, will not be considered certified historic structures, and will have to be renominated for listing.

Properties less than 50 years old. Properties less than 50 years old are generally considered not to contribute to the significance of a district and are excluded from individual listing in the National Register. Properties in this category, however, may be certified if they are shown to be integral parts of a historic district and the historical attributes of the district are considered to be less than 50 years old, or if they are exceptionally significant. For this reason, Standard 3 of the Secretary of the Interior's Standards for Evaluating Significance within Registered Historic Districts requires that to contribute, such properties must possess exceptional historic or architectural merit or the district must encompass significant qualities and characteristics that are less than 50 years old. Documentation for these properties must explain how the property meets the requirements. For information on the individual listing of properties less than 50 years old, refer to National Register Bulletin No.22, How to Evaluate and Nominate Potential National Register Properties That Have Achieved Significance within the Last 50 Years (available from the SHPO or the NPS).

Multiple buildings. Properties containing more than one building where the buildings are functionally related historically to serve an overall purpose, such as a mill complex or a residence and carriage house, will be treated as a single certified historic structure when the property is rehabilitated as part of an overall project. This will apply whether the property is individually listed in the National Register or located in a registered historic district. Generally, a single application form may be used to request certification for these buildings. Documentation, however, must be submitted for every building to be considered for certification. For instance, if a house and carriage house are both to be certified, a single application may be used but a description and a statement of significance and full photographic coverage of each building must be provided. The owner should state explicitly which buildings are candidates for certification of significance or for certification of non-significance. A sketch map or site plan should be provided to show the current relationship of the buildings. A single application may also be made to request certification in cases where a property is composed of buildings that were functionally related historically to serve an overall purpose (such as a mill complex or an industrial plant). In these cases, the complex will be treated as a single certification and proposals for demolition of components will be considered in the review of rehabilitation work. If buildings are under separate ownership, however, a separate Part 1 application must be filled out by each owner.

Preliminary determinations. Applications for preliminary determinations must contain substantially the same level of documentation as National Register nominations, as specified in 36 CFR 60 and NPS instructions on completing National Register nomination forms (available from the SHPO or the NPS). Applications for preliminary determinations for individual listing must show how the building individually meets the National Register Criteria for Evaluation. Specific information about the events, persons, architectural styles, or methods of construction that make the property significant in American history, architecture, archeology, engineering, or culture should be provided. The statement of significance should specifically identify the historic function of the property, the historic themes represented by the property, the period of time when the property played a significant role or acquired significance, and the physical qualities that enable the property to convey its historic significance.

An application for a building located in a potential historic district must describe the district and document how the district meets the criteria and how the building contributes to the significance of that district. An application for a preliminary determination for a building in a registered historic district which is outside the period or area of significance in the district documentation on file with the NPS must document and justify the expanded significance of the district and how the building contributes to the significance of the district, or document the individual significance of the building. Applicants should consult NPS instructions on completing National Register nomination forms (available from the SHPO or the NPS) for guidance in preparing documentation.

PART 2 - DESCRIPTION OF REHABILITATION WORK

The Historic Preservation Certification Application - Part 2 must be completed by all owners of certified historic structures seeking to have rehabilitations certified by the Secretary of the Interior as being consistent with the historic character of the structure and, where applicable, the district in which the structure is located, thus qualifying as a "certified rehabilitation." A fee for review of all Part 2 applications is charged (see "Processing Fees") and no certification decision will be issued until receipt of appropriate remittance. Part 2 may be used to describe proposed, ongoing, or completed rehabilitation work.

Whenever possible, Part 2 should be completed and submitted prior to the initiation of any rehabilitation work. Taxpayers will be notified in writing whether or not the proposed project is consistent with the Secretary of the Interior's "Standards for Rehabilitation" set forth in 36 CFR part 67.7.

Proposed work that does not appear to be consistent with the Standards will be identified, and advice will be given to assist property owners, architects, or builders in bringing the project into conformance with the Standards.

Evaluation of the Application. All projects are reviewed and evaluated in accordance with the Secretary of the Interior's Standards for Rehabilitation. These ten Standards are broadly worded to guide the rehabilitation of all historic structures, such as industrial complexes, warehouses, schools, commercial structures, and residences. The underlying concern expressed in the Standards is the preservation of significant historic materials and features of a building in the process of rehabilitation. The Standards apply with equal force to both interior and exterior work, and the NPS reviews the entire rehabilitation project (including any attached, adjacent or related new construction) rather than just a single segment of work. Certification is based on whether the overall project meets the Standards.

COMPLETING PART 2

1. Name of property. Provide the name of the property; this is generally its street address. If the building is known by a historic name, include the name also. (These names should be consistent with the names provided on Part 1 or on the National Register nomination.) Provide a complete address, including street, city, county, state and zip code for the building under consideration. Indicate by checking the appropriate box whether the property is individually listed or located in a registered historic district. If it is in a registered historic district, provide the name of the district. Consult the SHPO for the correct name of the property or the district. Indicate whether a Part 1 application has been submitted for the property; if so, give the date the application was submitted. If a Part 1 Certification has been received, give the date of the certification and the NPS project number.

2. Data on building and rehabilitation project. Provide date of construction, and the type of construction (e.g., masonry bearing wall, wood frame, steel frame, concrete). Give the use(s) of the building before rehabilitation (e.g., school/vacant), the proposed use after rehabilitation, and the estimated cost of the rehabilitation. If the application describes a phased project, give the number of the phase described in this application, and the total number of phases. Provide the estimated or actual project starting date and the estimated or actual project completion date. Give the number of housing units before rehabilitation; the number of such units that are low-moderate income; the number of housing units after project completion, and the number of such units that are low-moderate income. Give the approximate floor area before rehabilitation in square feet, and approximate floor area after rehabilitation in square feet.

3. Project contact. Provide the name, address, and daytime telephone number of the person to whom inquiries regarding specifics of project work should be directed.

4. Owner. Give the owner's name. Sign and date the application. If the owner is a corporation or partnership, give both the name of that entity and the name of the person who signs the form. Give the owner's Social Security or Taxpayer Identification Number. Provide the owner's address and daytime telephone number. If the property has multiple owners, their names, addresses, and Social Security or Taxpayer Identification Numbers must be listed on a continuation sheet. Long-term lessees may apply for certification if a letter from the owner accompanies the application, indicating knowledge of the application and concurrence with its submission.

5. Detailed description of rehabilitation work. In the numbered blocks, provide a description of project work. *Describe the entire project and not simply those portions for which the tax credit will be sought.* Begin by describing site work, followed by work on the exterior, including new construction, and finally work on the interior. A separate block should be used to describe each work item and its effect on architectural features or spaces (see Examples).

In the left block, identify the architectural feature requiring work and indicate whether the feature described is original to the building, was added at a later date, or is new construction. Give approximate date of the feature. In the appropriate space describe the physical condition. Indicate photograph or drawing numbers that show the feature described.

In the right block, explain in detail the rehabilitation work to be undertaken. Describe the effect (visual, structural, or other) on existing features. List drawings, marked photographs, or specification page numbers that show the rehabilitation work and impact on the existing building.

Photographs. The applicant must submit a sufficient number of *good, clear photographs* with Part 2 to document both interior and exterior conditions, including site and environment, prior to any rehabilitation work and to show the areas of proposed or completed work. Photographs of "before" conditions must be submitted even if the rehabilitation is completed; such documentation is necessary for the NPS to evaluate the effect of the rehabilitation on the historic structure. *Where such documentation is not provided, review and evaluation cannot be completed, resulting in denial of the requested certification.* Elevations and interior features and spaces of the buildings should be shown. Photographs should be numbered, dated and labeled with the property name, the view (e.g. east side) and a brief description of what is shown; photographs should be keyed to the application narrative, where appropriate. In many cases, it may be helpful to mark directly on the photographs the areas of proposed or completed work. Photographs may be black and white or color, but must show architectural features clearly. For clear documentation, 35 mm photographs are recommended. Photographs are not returnable. Check with the SHPO about whether or not a duplicate set of photographs is required for state files.

Drawings or sketches. Drawings or sketches are required for proposed work to show planned alterations or new construction. They must be sufficiently detailed to show existing wall configurations and anticipated changes. Documentation should include floor plans and, where necessary, sections and elevations. All drawings and sketches submitted with the application should be numbered and should be keyed to the application narrative.

Project Amendments. If changes are made to a project at any time after submission of the initial application, submit a continuation/amendment sheet. Provide the name and address of the property. Check the appropriate box noting whether the form amends or continues Part 1 or Part 2, and give the NPS project number assigned to the project (if known). Indicate changes in project work, giving the originally proposed treatment and the amended work item description. Give the owner's name. Sign and date the form. Give the owner's address and daytime telephone number. Return it to the SHPO. *Approval of amendments to applications is conveyed only in writing by duly authorized officials of the NPS.*

Special Rehabilitation Concerns. Several areas of special concern have been identified in reviewing and evaluating preservation tax incentives projects. The *Guidelines for Rehabilitating Historic Buildings* accompanying the Secretary of the Interior's Standards for Rehabilitation provide further guidance on these and other areas of concern. Owners should take care to address these concerns when undertaking work in any of the areas described here.

Storefront alterations. Justify changes to storefronts and provide photographs of the areas to be altered. Information should be provided on when the existing storefront was constructed; on what the existing physical conditions are; and if a historical treatment is planned, on what evidence the proposed new storefront designs are based. *Owners are strongly discouraged from introducing a storefront or new design element on the ground floor that alters the character of the structure and its relationship with the street or that causes destruction of significant historic material.*

New heating, ventilating, and air-conditioning (HVAC) systems. Indicate what effect the new equipment and ductwork will have on the historic building material. If the HVAC system requires removal of windows or portions of walls, describe alternative systems considered in the design process and why the proposed system was chosen. *Installation of systems that cause damage to the historic building material or cause visual loss of character may result in denial of certification.*

New windows. Indicate the condition of existing windows (sash, glazing, muntins, etc.) and the reasons for replacement. Photographs and window surveys must be provided as evidence of severe deterioration; provide data on the cost of repairing existing windows versus installing replacements. *Owners are strongly encouraged to retain and repair historic windows. The use of tinted glass often causes a change in character and may result in denial of certification.* Where replacement of existing windows appears justified by supporting documentation and where the windows are an integral part of the building's design and character, replacement sash should match the original in material, size, pane configuration, color, trim details, and planar and reflective qualities. Scaled drawings comparing the existing windows with the replacement windows should be provided.

Interior partitions and removing interior plaster. Indicate existing condition of the interior and document with photographs. Show which walls are to be removed or altered. Note whether trim elements and plaster will be affected. *Owners are strongly discouraged from changing floor plans unnecessarily and from exposing masonry surfaces unless this condition is supported by historical evidence.*

Exterior masonry cleaning. *Owners are strongly encouraged to clean masonry only when necessary to halt deterioration or to remove graffiti and stains.* Indicate the condition of each material to be cleaned. Specify what the cleaning is intended to accomplish (soot removal, paint removal, etc.) and what process

is to be used on each masonry element. When chemical systems are to be employed, specify the product to be used and send supporting technical data (product data sheets and material safety data sheets) that indicate the hazardous ingredients and their pH levels. For all exterior masonry cleaning, send specifications. For instance, masonry cleaning involving chemical processes should give cleaning products to be used on each type of masonry, the strengths (percentage), water pressure to be used measured in pounds per square inch (psi), amount of water to be used, measured in gallons per minute (gpm), and the nozzle tip (measured in degrees) to be used. Provide supporting material to show that method selected is the gentlest means possible for this project. Summarize results of test patches, and include close-up color photographs of masonry surface before and after cleaning as evidence.

Exterior masonry repair. Indicate deteriorated areas that require repair and provide evidence that repointing mortar will match the original in composition (i.e., ratio of lime, cement, sand and any additives), color, texture, and tooling. *Owners are encouraged to repoint only those portions of the masonry that require repair.*

New additions and new construction. New exterior additions may alter the appearance and form of historic structures, and may cause denial of certification. Similarly, new construction, including site work, may affect the relationship of a structure to its site, change the historic landscape, or otherwise damage the historic character of the property. *Owners are strongly encouraged to obtain NPS approval before undertaking projects involving new construction.*

Examples If using a computer-generated version of the certification application, fonts may be changed to a larger size and boxes may be enlarged if additional space is needed.

Number 1	<p>Architectural feature: <u>facade brick</u></p> <p>Approximate date of feature: <u>ca. 1880</u></p> <p>Describe existing feature and its condition:</p> <p>Hard pressed red brick with butter joints in good condition. Mortar mostly sound, but deteriorated and missing around downspout at east end of facade. Some graffiti at first floor.</p> <p>Photo no. <u>3, 6</u> Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p> <p>Will selectively hand clean deteriorated joints and repoint with mortar and joint width to match existing (see spec. pp. 33-35); chemically clean graffiti from first floor piers (see spec. pp. 30-31).</p>
Number 2	<p>Architectural feature: <u>main staircase</u></p> <p>Approximate date of feature: <u>ca. 1880</u></p> <p>Describe existing feature and its condition:</p> <p>Original stair exists between 1st and 3rd floors. Some balusters missing and treads worn. Later stair from 3rd to 8th floors..</p> <p>Photo no. <u>9, 10</u> Drawing no. <u>A-12</u></p>	<p>Describe work and impact on existing feature:</p> <p>Replace missing balusters with matching pieces. Sand painted banisters and balusters and varnish. Replace treads as needed. Sand and paint stairs. Retain later stair as is.</p>

The Secretary Of the Interior's Standards for Rehabilitation

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. The application of these Standards to rehabilitation projects is to be the same as under the previous version so that a project previously acceptable would continue to be acceptable under these Standards.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

REQUEST FOR CERTIFICATION OF COMPLETED WORK

A project does not become a "certified rehabilitation" eligible for tax incentives until it is completed and so designated by the NPS. Upon completion of the rehabilitation project, the owner or owners must submit a Request for Certification of Completed Work, including photographs of completed work (both exterior and interior, preferably showing the same views as shown in "before" photographs). If a Part 2

application has not been submitted in advance of project completion, it must accompany the Request for Certification of Completed Work. If a Part 2 application has been submitted for review of proposed or ongoing work, submit only the Request for Certification of Completed Work.

Return the completed form to the SHPO. The completed project may be inspected by an authorized representative of the Secretary to determine if the work meets the Standards for Rehabilitation.

To complete the Request for Certification of Completed Work:

1. Name of property. Provide the name and address of the property exactly as furnished in the Historic Preservation Certification Application-Part 2. Indicate whether the property is a certified historic structure. If so, give the date of certification by the NPS or the date of listing in the National Register.

2. Data on rehabilitation project. Give the project number that the NPS assigned to the rehabilitation project, if known. Give the date on which the project started and the date on which the rehabilitation work was completed and the building placed in service. Provide the costs attributed solely to the rehabilitation of the historic structure. Give the costs of new construction associated with the rehabilitation, including additions, site work, parking lots, and landscaping.

3. Owner. Give the owner's name. Sign and date the application. If the owner is a corporation or partnership, give both the name of that entity and the name of the person who signs the form. Give the owner's Social Security or Taxpayer Identification Number. Provide the owner's address and daytime telephone number. By his or her signature, the owner certifies that in his or her opinion the completed rehabilitation meets the Secretary of the Interior's "Standards for Rehabilitation" and is consistent with the work described in the Historic Preservation Certification Application-Part 2. On the reverse of the form, give the names, addresses and Social Security or Taxpayer Identification Numbers of all owners. Give the NPS project number at the top of the page. Use a blank sheet of paper if necessary, taking care to put the NPS project number at the top of any extra pages.

Processing Fees. In accordance with regulations set forth in 36 CFR Part 67.11, application processing fees will be charged for reviews of requests for certifications of rehabilitation except for projects under \$20,000. Fees may be paid by check or credit card. If paying by check, do not send payment until requested to do so. The NPS will notify the applicant of the amount to be submitted by return mail. Additional information on fees and fee payment options is available at the NPS web site at <http://www2.cr.nps.gov/tps/tax/index.htm> or from the SHPO. Final action will not be taken on an application until payment is received. Fees are nonrefundable.

The fee for review of proposed or ongoing rehabilitation work for all projects over \$20,000 is \$250. The fee for review of completed rehabilitation work is based on the dollar amount spent on the rehabilitation as follows:

<u>Fee</u>	<u>Size of Rehabilitation</u>
\$500	\$20,000 to \$99,000
\$800	\$100,000 to \$499,999
\$1,500	\$500,000 to \$999,999
\$2,500	\$1,000,000 or more

If a review of proposed or ongoing rehabilitation work has been made prior to submission of the Request for Certification of Completed Work, the NPS will deduct \$250 from the total owed for review of completed rehabilitation work. In general, each rehabilitation of a certified historic structure will be

considered a separate project when computing the amount of the fee. Consult 36 CFR Part 67.11 for exceptions.

Additional guidance on any aspect of this application may be obtained from the SHPO and the NPS. Also available from these sources are the Guidelines for Rehabilitating Historic Buildings, the National Register publications mentioned above, and a series of Preservation Briefs on topics such as cleaning, coating and repair of masonry, storefront alterations, exterior paint problems, and window treatments.

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

The information requested in this application is being collected through the State Historic Preservation Offices to enable the Secretary of the Interior to evaluate the historic significance of structures located in historic districts, and to evaluate the rehabilitation of such structures. The primary use of this information by the Secretary of the Interior will be to certify to the Secretary of the Treasury that the applicant is eligible for Federal tax incentives, or that the applicant is not eligible for such incentives. Response to this request is required to obtain a benefit. This application is used by the Internal Revenue Service to compute the value of the historic preservation investment tax credit and other tax incentives accruing to qualified owners of certified historic structures; the application must be attached to income tax returns. Collection of owners' Social Security Numbers or Taxpayers Identification Numbers is authorized by Internal Revenue Code section 61.

Public reporting burden for this form is estimated to average 2.5 hours per response including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form may be made to the Chief, Heritage Preservation Services, National Park Service, 1849 C Street, NW, NC 200, Washington, DC 20240 and to the Office of Management and Budget, Paperwork Reduction Project Number 1024-0009, Washington, DC 20503.

NATIONAL PARK SERVICE

National Park Service

Preservation Tax Incentives
Heritage Preservation Services
Technical Preservation Services
National Park Service
1849 C Street, NW (NC200)
Washington, DC 20240

Phone (202) 354-2358
e-mail hps-info@nps.gov
web <http://www.cr.nps.gov>



SUPPLEMENTAL INFORMATION GUIDE

FEDERAL HISTORIC PRESERVATION CERTIFICATION APPLICATION

This information is provided as a supplement to the Instructions accompanying the Historic Preservation Certification Application, found either on the official printed forms or on the web at <http://www.cr.nps.gov/hps/tps/tax/hpcappl.htm>. The information reflects guidance that the National Park Service (NPS) has developed over time to assist owners in preparing a complete application package. *The following Supplemental Information Guide reinforces the Instructions in the Application and is not a substitute for that guidance.*

NPS Photograph Guidance

See also Photo Documentation section in "Incentives!" web feature: http://www.cr.nps.gov/hps/tps/tax/incentives/application_8.htm

Photographs must be in color and labeled on the rear with building name, address, date taken, and view shown. Photographs must be numbered sequentially for the entire project. Photographs must be keyed to drawings and noted in the appropriate description block in the Application.

The most effective format for photographic documentation is conventional 35 mm color photographs of at least 4" x 6" in size. Photocopies and instant photographs are not acceptable.

Digital Photography: Despite the increasing sophistication of digital photography, the NPS has found that many digital photographs do not provide the level of clarity necessary for review, particularly where resolution of details is important. Color digital photographs are acceptable **only** if they are: 1) taken and printed at a sufficiently high resolution to discern details, 2) printed on photographic paper (not photocopy paper), and 3) printed at least 4" x 6" in size.

Applicants must document with photographs the condition of a property **before any work begins**. Documentation of any work already completed must be included as well.

Drawings

Drawings must provide a key to the symbols used. Label North on drawings; reference streets and other buildings. Be sure that the narrative and drawings complement each other, with the same terms and locations used in both.

Site plans are required for projects that involve multiple buildings or changes such as plantings, regrading, or parking lots. Existing and proposed landscape features must be shown on site plans.

Elevation drawings, both "before" and "after," are usually required when changes are proposed at the exterior.

Both existing and proposed rehabilitation floor plans (drawn in the same scale) are required when changes to the plan are proposed; they must be shown on separate drawings. Drawings must identify existing walls, walls to be removed, areas to be filled in, furring, etc.

Where new plumbing or mechanical work is proposed, plans and section drawings are required to show the impact of new systems on historic fabric and spaces.

Special Documentation Requirements

Windows: Where historic windows are proposed for replacement, thorough photographic documentation of deterioration is necessary. This must include both exterior and interior window details. (See Application, p. 7.) Dimensioned elevation and section drawings of existing window muntins, mullions, stiles, jambs, frames, and top, bottom, and meeting rails are required when historic windows are to be replaced. Dimensioned drawings of the proposed windows in the same scale as the existing drawings are necessary for comparison purposes. **NOTE:** The installation of a sample new window is often useful and may be required to evaluate the proposed window.

Areas of No Work: Where no work is being done to a major architectural feature or an entire area (such as windows, roof, second floor, etc.), a statement to that effect must be made on the Application. Photographs are still required.

Demolition: Proposals to demolish contributing structures must be accompanied by a structural report prepared by a qualified engineer and by photographs of the building's current condition.

Fees

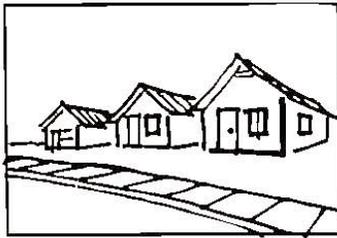
Please see <http://www.cr.nps.gov/hps/tps/tax/hpcappl.htm> for information on appropriate fees and payment methods. If paying by credit card, please enclose the credit card form available on the website above.

A Short Primer on your

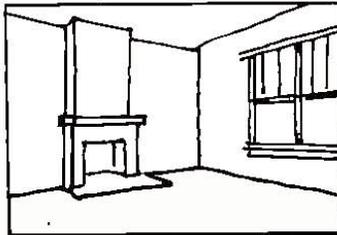
Photographs (Need two sets)

Photographs are perhaps the most important part of your historic preservation certification application, and often one of the most problematic. Taking a little extra time to make sure they're done right is one of the surest ways to expedite our review of your project. Here are a couple of things to consider.

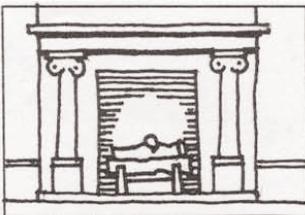
1. Remember that for many of the people who will review your application, the photographs are their **only chance** to get acquainted with your building.



Include a view of the building among its neighbors.



Show overall views of each room in the building- and include as much of the room as possible.



Include close-up views of important elements.

Send plenty of clear, sharp photographs.

We greatly prefer traditional, film-and-a-camera photographs. Digital pictures are acceptable, but only if the resolution is so high that they're indistinguishable from traditional photographs.

For the building exterior, be sure to include:

- views of the building in its setting, including any outbuildings and its neighbors to either side and across the street
- overall views of each side of the building
- close-up views of important features, such as windows, doors, millwork, or other things unique to your project
- close-up views showing the condition of the building's materials, especially if there are problems with deterioration

For the interior, the requirements are similar:

- overall views of each room of the building (An easy way to do this: stand in one corner and shoot the opposite side of the room, then take a picture from the corner)
- close-up views of important features, such as fireplaces, stairways & railings, windows, doors, trim, or other things unique to your project
- close-up views showing the condition of the interior finishes on the floors, walls and ceilings, especially if there are problems

2. Be sure your photographs are all **properly labeled**. Improperly labeled photographs cause **confusion** and will lead to **delays** in your review.

Every photograph must be labeled with the property name, street address, and city and state.

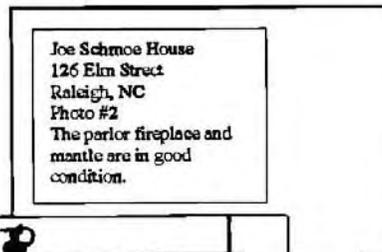
You also need to describe what is shown, and where the picture was taken from. There are a couple of good ways to do this:

- First, you can simply write a **description** of what is shown in the picture and where the picture was taken from.
- Secondly, you can use building floor plans to create a **photograph key**. As in the first option, write a description of what is shown, but instead of verbally describing where the photograph was taken, use symbols and numbers to note on the floor plans the location from which each photograph was taken.

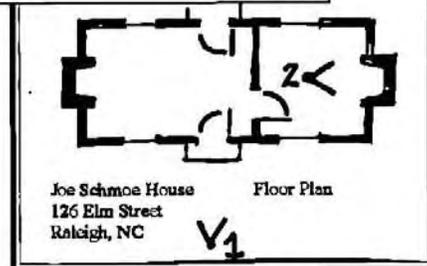
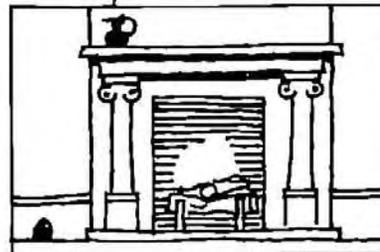


Joe Schmoe House
126 Elm Street
Raleigh, NC
Photo #1
This shot shows the front elevation of the house from across Elm Street.

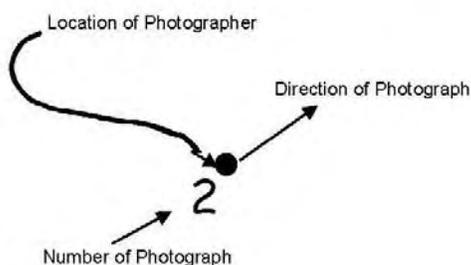
Every photograph needs to be labeled with the property name, street address, and city and state.



Joe Schmoe House
126 Elm Street
Raleigh, NC
Photo #2
The parlor fireplace and mantle are in good condition.



A Good Photograph Symbol:



Finally – remember to send two identical sets of photographs!

We'll need one for our Raleigh office, and one to send to the restoration specialist who will review your application.

**HISTORIC PRESERVATION
CERTIFICATION APPLICATION –
PART 1**

Property Name _____

NPS Office Use Only

Project Number: _____

Property Address _____

5. Description of physical appearance:

Date of Construction: _____ Source of Date: _____

Date(s) of Alteration(s): _____

Has building been moved? yes no If so, when? _____

6. Statement of significance:

7. Photographs and maps.

Attach photographs and maps to application

Continuation sheets attached: yes no

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART 2 – DESCRIPTION OF REHABILITATION**

NPS Office Use Only

NRIS No:

NPS Office Use Only

Project No:

Instructions: Read the instructions carefully before completing the applications. No certifications will be made unless a completed application form has been received. Type or print clearly in black ink. If additional space is needed, use continuation sheets or attach blank sheets. A copy of this form may be provided to the Internal Revenue Service. The decision by the National Park Service with respect to certification is made on the basis of the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings, and specifications), the application form shall take precedence.

1. **Name of Property:** _____
Address of Property: Street _____
City _____ County _____ State _____ Zip _____
- Listed individually in the National Register of Historic Places; give date of listing: _____
 Located in a Registered Historic District; specify: _____
- Has a Part 1 Application (Evaluation of Significance) been submitted for this project? yes no
- If yes, date Part 1 submitted: _____ Date of certification: _____ NPS Project Number: _____

2. **Data on building and rehabilitation project:**
- Date building constructed: _____ Total number of housing units before rehabilitation: _____
Type of construction: _____ Number that are low-moderate income: _____
Use(s) before rehabilitation: _____ Total number of housing units after rehabilitation: _____
Proposed use(s) after rehabilitation: _____ Number that are low-moderate income: _____
Estimated cost of rehabilitation: _____ Floor area before rehabilitation: _____
This application covers phase number _____ of _____ phases Floor area after rehabilitation: _____
Project/phase start date (est.): _____ Completion date (est.): _____

3. **Project contact:**
- Name _____
Street _____ City _____
State _____ Zip _____ Daytime Telephone Number _____

4. **Owner:**
- I hereby attest that the information I have provided is, to the best of my knowledge, correct, and that I own the property described above. I understand that falsification of factual representations in this application is subject to criminal sanctions of up to \$10,000 in fines or imprisonment for up to five years pursuant to 18 U.S.C. 1001.
- Name _____ Signature _____ Date _____
Organization _____
Social Security or Taxpayer Identification Number _____
Street _____ City _____
State _____ Zip _____ Daytime Telephone Number _____

NPS Office Use Only

The National Park Service has reviewed the "Historic Certification Application – Part 2" for the above-named property and has determined:

- that the rehabilitation described herein is consistent with the historic character of the property or the district in which it is located and that the project meets the Secretary of the Interior's "Standards for Rehabilitation." This letter is a preliminary determination only, since a format certification of rehabilitation can be issued only to the owner of a "certified historic structure" after rehabilitation work is completed.
- that the rehabilitation or proposed rehabilitation will meet the Secretary of the Interior's "Standards for Rehabilitation" if the attached conditions are met.
- that the rehabilitation described herein is not consistent with the historic character of the property or the district in which it is located and that the project does not meet the Secretary of the Interior's "Standards for Rehabilitation." A copy of this form will be provided to the Internal Revenue Service.

Date National Park Service Authorized Signature National Park Service Office/Telephone No.

See Attachments

**HISTORIC PRESERVATION
CERTIFICATION APPLICATION –
PART 2**

Property Name _____

NPS Office Use Only

Project Number: _____

Property Address _____

5. DETAILED DESCRIPTION OF REHABILITATION / PRESERVATION WORK – Includes site work, new construction, alterations, etc. Complete blocks below.

Number 1	Architectural feature _____ Approximate Date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no _____	Describe work and impact on existing feature:
Number 2	Architectural feature _____ Approximate Date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no _____	Describe work and impact on existing feature:
Number 3	Architectural feature _____ Approximate Date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no _____	Describe work and impact on existing feature:
Number 4	Architectural feature _____ Approximate Date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no _____	Describe work and impact on existing feature:

HISTORIC PRESERVATION
CERTIFICATION APPLICATION –

PART 2

Property Name _____

NPS Office Use Only

Project Number: _____

Property Address _____

Number 17	Architectural feature _____ Approximate Date of feature _____	Describe work and impact on existing feature: Photo no. _____ Drawing no _____
Number 18	Architectural feature _____ Approximate Date of feature _____	Describe work and impact on existing feature: Photo no. _____ Drawing no _____
Number 19	Architectural feature _____ Approximate Date of feature _____	Describe work and impact on existing feature: Photo no. _____ Drawing no _____
Number 20	Architectural feature _____ Approximate Date of feature _____	Describe work and impact on existing feature: Photo no. _____ Drawing no _____

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

HISTORIC PRESERVATION CERTIFICATION APPLICATION
REQUEST FOR CERTIFICATION OF COMPLETED WORK
PART 3

NPS Office Use Only

NRIS No:

Instructions: Upon completion of the rehabilitation, return this form with representative photographs of the completed work (both exterior and interior views) to the appropriate reviewing office. If a Part 2 application has not been submitted in advance of project completion, it must accompany the Request for Certification of Completed Work. A copy of this form will be provided to the Internal Revenue Service. Type or print clearly in black ink. The decision of the National Park Service with respect to certification is made on the basis of the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form shall take precedence.

1. **Name of Property:** _____
Address of Property: Street _____
City _____ **County** _____ **State** _____ **Zip** _____
Is property a certified historic structure? yes no **If yes, date of certification by NPS:** _____
or date of listing in the National Register: _____

2. **Data on rehabilitation project:**
National Park Service assigned rehabilitation project number: _____
Project starting date: _____
Rehabilitation work on this property was completed and the building placed in service on: _____
Estimated costs attributed solely to rehabilitation of the historic structure: \$ _____
Estimate costs attributed to new construction associated with the rehabilitation, including additions, site work, parking lots, landscaping: \$ _____

3. **Owner:** (space on reverse for additional owners)
I hereby apply for certification of rehabilitation work described above for purposes of the Federal tax incentives. I hereby attest that the information provided is, to the best of my knowledge, correct, and that, in my opinion the completed rehabilitation meets the Secretary's "Standards for Rehabilitation" and is consistent with the work described in Part 2 of the Historic Preservation Certification Application. I also attest that I own the property described above. I understand that falsification of factual representations in this application is subject to criminal sanctions of up to \$10,000 in fines or imprisonment for up to five years pursuant to 18 U.S.C. 1001.
Name _____ **Signature** _____ **Date:** _____
Organization _____
Social Security or Taxpayer Identification Number _____
Street _____ **City** _____
State _____ **Zip** _____ **Daytime Telephone Number** _____

NPS Office Use Only

The National Park Service has reviewed the "Historic Certification Application - Part 2" for the above-listed "certified historic structure" and has determined:

- that the completed rehabilitation meets the Secretary of the Interior's "Standards for Rehabilitation and is consistent with the historic character of the property or the district in which it is located. Effective the date indicated below, the rehabilitation of the "certified historic structure" is hereby designated a "certified rehabilitation." A copy of this certification has been provided to the Department of the Treasury in accordance with Federal law. This letter of certification is to be used in conjunction with appropriate Internal Revenue Service regulations. Questions concerning specific tax consequences or interpretation of the Internal Revenue Code should be addressed to the appropriate local Internal Revenue Service office. Completed projects may be inspected by an authorized representative of the Secretary to determine if the work meets the "Standards for Rehabilitation." The Secretary reserves the right to make inspections at any time up to five years after completion of the rehabilitation and to revoke certification, if it is determined that the rehabilitation project was not undertaken as presented by the owner in the application form and supporting documentation, or the owner, upon obtaining certification, undertook unapproved further alterations as part of the rehabilitation project inconsistent with the Secretary's "Standards for Rehabilitation."
- that the rehabilitation is not consistent with the historic character of the property or the district in which it is located and that the project does not meet the Secretary of the Interior's "Standards for Rehabilitation." A copy of this form will be provided to the Internal Revenue Service

Date National Park Service Authorized Signature National Park Service Office/Telephone No.

See Attachments

REQUEST FOR CERTIFICATION OF COMPLETED WORK, *continued*

_____ NPS Project No.

Additional Owners:

Name _____
Street _____
City _____ State _____ Zip _____
Social Security or Taxpayer Identification Number: _____

Name _____
Street _____
City _____ State _____ Zip _____
Social Security or Taxpayer Identification Number: _____

Name _____
Street _____
City _____ State _____ Zip _____
Social Security or Taxpayer Identification Number: _____

Name _____
Street _____
City _____ State _____ Zip _____
Social Security or Taxpayer Identification Number: _____

Name _____
Street _____
City _____ State _____ Zip _____
Social Security or Taxpayer Identification Number: _____

Name _____
Street _____
City _____ State _____ Zip _____
Social Security or Taxpayer Identification Number: _____

Name _____
Street _____
City _____ State _____ Zip _____
Social Security or Taxpayer Identification Number: _____

HPO Use Only Project No.:

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART A – DESCRIPTION OF REHABILITATION**

Read the instructions carefully before completing. No certification can be made unless a completed application form has been received. The decision by the State Historic Preservation Officer (SHPO) with respect to certification is made on the basis of this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings, and specifications), the application form shall take precedence. **For nonincome-producing projects, this application must be approved by the SHPO prior to the commencement of work.**

Check applicable box (es): Income-producing Nonincome-producing

1. Name of property: _____ Street _____

City _____ County _____ State _____ Zip _____

Located in a National Register or Certified Local Historic District; please specify district: _____

Listed individually in the National Register of Historic Places; give date of listing: _____

Not currently listed in the National Register, either individually or as a contributing building in a National Register or Certified Local Historic District. A nomination is proposed and listing is anticipated by the time of project completion.

2. Data on building and rehabilitation project:

Date building constructed: _____ Estimated rehabilitation expenses: \$ _____

Use(s) before rehabilitation: _____ Proposed use(s) after rehabilitation: _____

Floor area before rehabilitation: _____ Floor area after rehabilitation: _____

Project start date (est.): _____ Completion date (est.): _____

3. Project Contact: (if different from owner)

Email Address: _____

Name _____ Daytime Telephone Number _____

Street _____ City _____ State _____ Zip _____

4. Owner: I hereby attest that the information I have provided is correct to the best of my knowledge, and that I own the property described above.

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Taxpayer Identification Number _____ Daytime Telephone Number _____

State Historic Preservation Office (HPO) Use Only The HPO has reviewed "Historic Preservation Certification Application Part A" for the above-named property and the SHPO has determined: <input type="checkbox"/> that the proposed rehabilitation described herein is consistent with the historic character of the property or the district in which it is located and that the project appears to meet the Secretary of the Interior's Standards for Rehabilitation. This determination is preliminary since a formal certification of rehabilitation can be issued to the owner of a "certified historic structure" only after rehabilitation work is completed. <input type="checkbox"/> that the proposed rehabilitation appears to meet the Secretary of the Interior's Standards for Rehabilitation if the attached conditions are met. This determination is preliminary since a formal certification of rehabilitation can be issued to the owner of a "certified historic structure" only after rehabilitation work is completed. <input type="checkbox"/> that the proposed rehabilitation does not appear to be consistent with the historic character of the property or the district in which it is located and that the project does not appear to meet the Secretary of the Interior's Standards for Rehabilitation for the attached reasons. Deputy SHPO _____ Date _____

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART A – DESCRIPTION OF REHABILITATION**

Property Name and Address _____

5. DESCRIPTION OF REHABILITATION WORK—Includes site-work, new construction, alterations, etc. Complete blocks below.

NUMBER 1	Architectural feature <u>Roof</u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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NUMBER 2	Architectural feature <u>Masonry</u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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NUMBER 3	Architectural feature <u>Exterior Woodwork</u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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NUMBER 4	Architectural feature <u>Porch(es)</u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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NUMBER 5	Architectural feature <u>Windows</u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART A – DESCRIPTION OF REHABILITATION**

Property Name and Address _____

<p>NUMBER 6</p>	<p>Architectural feature <u>Doors</u></p> <p>Approximate date of feature _____</p> <p>Describe existing feature and its condition:</p> <p>Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>
<p>NUMBER 7</p>	<p>Architectural feature <u>Interior Woodwork</u></p> <p>Approximate date of feature _____</p> <p>Describe existing feature and its condition:</p> <p>Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>
<p>NUMBER 8</p>	<p>Architectural feature <u>Floors</u></p> <p>Approximate date of feature _____</p> <p>Describe existing feature and its condition:</p> <p>Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>
<p>NUMBER 9</p>	<p>Architectural feature <u>Walls</u></p> <p>Approximate date of feature _____</p> <p>Describe existing feature and its condition:</p> <p>Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>
<p>NUMBER 10</p>	<p>Architectural feature <u>Ceilings</u></p> <p>Approximate date of feature _____</p> <p>Describe existing feature and its condition:</p> <p>Photo no. _____ Drawing no. _____</p>	<p>Describe work and impact on existing feature:</p>

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART A – DESCRIPTION OF REHABILITATION**

Property Name and Address _____

NUMBER 11	Architectural feature <u> Kitchen(s) </u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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NUMBER 12	Architectural feature <u> Bathrooms </u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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NUMBER 13	Architectural feature <u> Plumbing </u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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NUMBER 14	Architectural feature <u> Heating/Air Conditioning </u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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NUMBER 15	Architectural feature <u> Electrical </u> Approximate date of feature _____ Describe existing feature and its condition: Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART A – DESCRIPTION OF REHABILITATION**

Property Name and Address _____

NUMBER 16	Architectural feature <u>Alterations</u> Approximate date of feature _____ Describe existing feature and its condition: _____ Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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NUMBER 17	Architectural feature <u>New Construction/Additions</u> Approximate date of feature _____ Describe existing feature and its condition: _____ Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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NUMBER 18	Architectural feature <u>Site Work</u> Approximate date of feature _____ Describe existing feature and its condition: _____ Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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NUMBER 19	Architectural feature <u>Outbuilding(s)</u> Approximate date of feature _____ Describe existing feature and its condition: _____ Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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NUMBER 20	Architectural feature _____ Approximate date of feature _____ Describe existing feature and its condition: _____ Photo no. _____ Drawing no. _____	Describe work and impact on existing feature:
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**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART A – DESCRIPTION OF REHABILITATION**

Property Name and Address _____

NUMBER	Architectural feature _____	Describe work and impact on existing feature:
	Approximate date of feature _____	
Describe existing feature and its condition:		
Photo no. _____ Drawing no. _____		

NUMBER	Architectural feature _____	Describe work and impact on existing feature:
	Approximate date of feature _____	
Describe existing feature and its condition:		
Photo no. _____ Drawing no. _____		

NUMBER	Architectural feature _____	Describe work and impact on existing feature:
	Approximate date of feature _____	
Describe existing feature and its condition:		
Photo no. _____ Drawing no. _____		

NUMBER	Architectural feature _____	Describe work and impact on existing feature:
	Approximate date of feature _____	
Describe existing feature and its condition:		
Photo no. _____ Drawing no. _____		

NUMBER	Architectural feature _____	Describe work and impact on existing feature:
	Approximate date of feature _____	
Describe existing feature and its condition:		
Photo no. _____ Drawing no. _____		

HPO Use Only Project No.:

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
AMENDMENT SHEET**

Property Name and Address _____

Read the instructions carefully before completing. Use this sheet to amend Part A that has already been submitted.

Check applicable box (es): Income-producing Nonincome-producing

See Attachments

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Tax Identification Number _____ Daytime Telephone Number _____

State Historic Preservation Office (HPO) Use Only

- The SHPO has determined that these project amendments appear to meet the Secretary of the Interior's "Standards for Rehabilitation."
- The SHPO has determined that these project amendments will appear to meet the Secretary of the Interior's Standards for Rehabilitation if the attached conditions are met.
- The SHPO has determined that these project amendments do not appear to meet the Secretary of the Interior's Standards for Rehabilitation for the attached given reasons.

Deputy SHPO _____ Date _____

Continuation Sheet
10/04

North Carolina Department of Cultural Resources
Office of Archives and History
Division of Historical Resources
State Historic Preservation Office
State Tax Credit for Rehabilitating Historic Structures

HPO Use Only Project No.:

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
CONTINUATION SHEET**

Property Name and Address

Read the instructions carefully before completing.

This sheet: continues Part A continues amendment continues Attachment 1

HPO Use Only Project No.:

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART B – REQUEST FOR CERTIFICATION OF COMPLETED WORK**

Read the instructions carefully before completing. Upon completion of the rehabilitation, return this form with representative photographs of the completed project. (both exterior and interior views) to the State Historic Preservation Office (HPO).

Check applicable box (es): Income-producing Nonincome-producing

1. Name of property: _____ Street _____
City _____ County _____ State _____ Zip _____

For Nonincome-producing structures only, check applicable box :

- Listed individually in the National Register of Historic Places; give date of listing: _____
- Located in a National Register or Certified Local Historic District; please complete Attachment 1.

2. Data on rehabilitation project:

Project starting date: _____ Rehabilitation work on this property was completed on: _____

Estimated rehabilitation expenses attributed solely to the rehabilitation of the historic structure: \$ _____

Estimated rehabilitation expenses attributed to new construction associated with the rehabilitation, including additions, sitework, and landscaping: \$ _____

3. Owner: (space on reverse for additional owners)

I hereby apply for certification of rehabilitation work described above for the purpose of the State Historic Rehabilitation Tax Credit Program for Historic Structures. I hereby attest that the information provided is correct to the best of my knowledge, and that in my opinion the completed rehabilitation meets the Secretary's Standards for Rehabilitation and is consistent with the work described in the "Historic Preservation Certification Application Part A – Description of Rehabilitation." I also attest that I own the property described above.

I hereby attest that the information I have provided is correct to the best of my knowledge, and that I own the property described above.

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Taxpayer Identification Number _____ Daytime Telephone Number _____

HPO Use Only

The HPO has reviewed the "Historic Preservation Certification Application Part B" for the above-named property and the SHPO has determined:

K-56

- that the property does not contribute to the significance of the above-named National Register or Certified Local Historic district, and therefore, the property is not a "certified historic structure" for the attached given reasons. (Nonincome-producing structures only)
- that the completed rehabilitation meets the Secretary of the Interior's Standards for Rehabilitation and is consistent with the historic character of the property or the district in which it is located. Effective the date indicated below, the rehabilitation of the "certified historic structure" is hereby designated a "certified rehabilitation." This certification is to be used in conjunction with appropriate Department of Revenue regulations. Questions concerning specific tax consequences or interpretations of North Carolina income tax rules and bulletins should be addressed to the Department of Revenue.
- that the rehabilitation is not consistent with the historic character of the property or the district in which it is located and that the project does not meet the Secretary of the Interior's Standards for Rehabilitation for the attached given reasons.

Deputy SHPO _____ Date _____

HPO Use Only Project No.:

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART B – REQUEST FOR CERTIFICATION OF COMPLETED WORK**

Property Name and Address

Additional Owners:

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Taxpayer Identification Number: _____ Daytime Phone Number _____

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Taxpayer Identification Number: _____ Daytime Phone Number _____

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Taxpayer Identification Number: _____ Daytime Phone Number _____

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Taxpayer Identification Number: _____ Daytime Phone Number _____

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Taxpayer Identification Number: _____ Daytime Phone Number _____

Name _____ Signature _____ Date _____

Street _____ City _____ State _____ Zip _____

Social Security or Taxpayer Identification Number: _____ Daytime Phone Number _____

HPO Use Only
Project No.:

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
ATTACHMENT 1
INFORMATION FOR DETERMINATION OF SIGNIFICANCE FOR PROPERTIES
WITHIN NATIONAL REGISTER OR CERTIFIED LOCAL HISTORIC DISTRICTS**

Property Name and Address

For nonincome-producing structures only.

Complete Attachment 1 only if your property lies within a National Register or Certified Local Historic District and submit with Part B- REQUEST FOR CERTIFICATION OF COMPLETED WORK. Read the instructions carefully before completing.

1. Name of National Register Historic District: _____

OR

in one of the following Certified Local Historic Districts Blount Street HD, Raleigh Goldsboro HD Decatur-Hunter HD, Madison

2. Building data:

Date of Construction: _____ Source of Date: _____

Date(s) of Alteration(s): _____

Has building been moved? yes no. If so, when? _____

3. Attached is:

Copy of inventory entry on property from Section 7 of the National Register Historic District nomination

OR

Description of physical appearance (see instructions) :

Statement of significance (see attached instructions) :

4. Historic district map:

Attach a map of the National Register or Certified Local Historic District, and identify the property (see attached instructions).

CONTINUATION/AMENDMENT SHEET

**HISTORIC PRESERVATION
CERTIFICATION APPLICATION**

Property Name

Property Address

Instructions: Read the instructions carefully before completing. Type or print clearly in black ink. If additional space is needed. Use this sheet to continue sections of the Part 1 and Part 2 application, or to amend an application already submitted. Photocopy additional sheets as needed.

This sheet: continues Part 1 continues Part 2 amends Part 2 NPS Project Number _____

Name _____ Signature _____ Date _____

Street _____ City _____

State _____ Zip _____ Daytime Telephone Number _____

NPS Office Use Only

- The National Park Service has determined that these project amendments meet the Secretary of the Interior's "Standards for Rehabilitation."
- The National Park Service has determined that these project amendments will meet the Secretary of the Interior's "Standards for Rehabilitation" if the attached conditions are met.
- The National Park Service has determined that these project amendments do not meet the Secretary of the Interior's "Standards for Rehabilitation."

Date

National Park Service Authorized Signature

National Park Service Office/Telephone No.

See Attachments



**TRANSMITTAL SHEET/CHECK LIST
FEDERAL HISTORIC PRESERVATION CERTIFICATION APPLICATION**

This sheet should help you to assemble a complete application package as you prepare to send your Part 1, Part 2, or Request for Certification of Completed Work (Part 3) to the SHPO. This form may be duplicated to send with each part of the application.

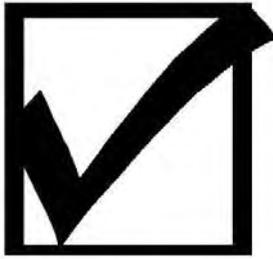
Property Name and Address: _____

- Application Form:** All fields are filled out on the front and back of the form. If an electronic version of the form is used, the one-page format of the front signature page is identical to the official printed form.
- Owner's Signature and Social Security Number or Taxpayer Identification Number:** Form is signed by the owner and the owner's Social Security Number or Tax Identification Number is provided.
- Number of Copies:** Two sets of all application documentation are included.
- Photo Key Plan:** A plan indicating the view shown on each numbered photograph is included.

- Part 1: Evaluation of Significance**
 - Map:** A map that clearly indicates both the boundaries of the historic district and the property's location within the district is included. If the property contains multiple buildings, *all* buildings are identified on a site map.
 - Photographs:** Photographs showing the pre-rehabilitation condition of all buildings on the property—interior, exterior, and surroundings are included. (See Supplemental Information Guide.)

- Part 2: Description of Rehabilitation**
 - Photographs:** Photographs showing all aspects of interior, exterior, and site prior to rehabilitation, including areas where no work is proposed, are included. Photographs of any work which has already started are included. (See Supplemental Information Guide.)
 - Drawings:** Drawings sufficient to describe the rehabilitation work are included. (See Supplemental Information Guide.)
 - Fees:** Credit Card authorization form enclosed. Bill the owner upon receipt.

- Request for Certification of Completed Work (Part 3)**
 - Photographs:** Photographs showing completed rehabilitation taken from the same views provided in Part 2 photographic documentation are provided. (See Supplemental Information Guide.)
 - Fees:** Credit Card authorization form enclosed. Bill the owner upon receipt.



Checklist for submitting **INCOME-PRODUCING** Historic Rehabilitation tax credit applications.

HAVE YOU SIGNED, DATED, AND PROVIDED YOUR SOCIAL SECURITY OR TAX I.D. NUMBER ON EACH APPLICATION?

For the Part 1–Evaluation of Significance application, have you provided –

- two copies of the Part 1 application (one with original signatures)?
- two sets of photographs (including a streetscape) properly identified (labeled on the back with name of property, street address, city, state, and a brief description of what is shown)?
- two copies of the Historic District map?
- two copies of the National Park Service Transmittal Sheet/Check List?

For the Description of Rehabilitation application, have you provided –

- two copies of page one of the Part 2 application (one with original signatures)?
- two copies of the Part A application (one with original signatures)?
- two sets of “before” photographs, properly identified (labeled on the back with name of property, street address, city, state, and a brief description of what is shown)?
- two copies of drawings showing existing and proposed work?
- State (HPO) Fee Payment Form, with payment or credit card authorization?
- Federal (NPS) Fee Payment Form, *if authorizing payment by credit card*?
- two copies of the National Park Service Transmittal Sheet/Check List?

For the Request for Certification of Completed Work application, have you provided –

- two copies of the Request for Certification of Completed Work application (one with original signatures)?
- two copies of the Part B application (one with original signatures)?
- two sets of “after” photographs, properly identified (labeled on the back with name of property, street address, city, state, and a brief description of what is shown)?
- State (HPO) Fee Payment Form, with payment or credit card authorization?
- Federal (NPS) Fee Payment Form, *if authorizing payment by credit card*?
- two copies of the National Park Service Transmittal Sheet/Check List?

**FAILURE TO PROVIDE ANY OF THE ABOVE MAY CAUSE
A DELAY IN THE REVIEW OF YOUR APPLICATION.**

Please send your payment in the form of a check. We are currently not able to accept credit cards. We hope to soon. Check back with us at the end of your project if you wish to pay by credit card 1/05

**North Carolina Department of Cultural Resources
Office of Archives and History
Division of Historical Resources
State Historic Preservation Office**

NOTICE: THE STATE HISTORIC PRESERVATION OFFICE WILL BEGIN CHARGING FEES FOR REVIEWING STATE TAX CREDIT APPLICATIONS

The North Carolina General Assembly approved a measure during the 2003 legislative session authorizing the State Historic Preservation Office (HPO) to **charge a fee** for the review of all state *Historic Preservation Certification Applications*, which includes both income-producing and nonincome-producing state tax credit projects. The new fees become effective on **Monday, November 1, 2004**.

All **new** projects received on or after this date will be subject to the fees.

The state and federal historic preservation tax credit programs administered by the HPO have proven to be extremely popular among homeowners, downtown merchants, small businesses and developers. More than 1,400 of the state's historic buildings, ranging from abandoned textile mills to schools and downtown commercial buildings to individual houses, have benefited from these incentives since the inception of the federal credits in 1976 and the state credits in 1998.

The General Assembly created a 30% state income-tax credit for the rehabilitation of nonincome-producing historic buildings in 1998 to promote the preservation and rehabilitation of private residences in towns and cities as well as in rural areas across the state. The federal historic preservation tax credit program for income-producing historic structures, which dates back to 1976, was also augmented in 1998 when the General Assembly created a 20% state income tax credit for the rehabilitation of income-producing historic buildings, which is in addition to the 20% federal income tax credit.

The creation of the state historic preservation tax credits has resulted in a ten-fold increase in the number of project applications received by the HPO. The review of these applications, as well as the increased demand for listing buildings on the National Register of Historic Places, has placed a severe strain on the limited HPO staff. The income generated by these fees will be used to fund additional staff to reduce the backlog for these programs. Given the popularity of these tax credits and the demonstrated benefit to communities across the state, we believe these fees, which will be less than 1% of the rehabilitation costs, will provide better services without dissuading the use of the credit. Thank you for your efforts to preserve North Carolina's historic resources.

State Income Tax Credit Application Review Fee Schedule:

Completed Qualifying Rehabilitation Expenditures	Total Fee
\$25,000 - \$49,999	\$250
\$50,000 - \$99,999	\$500
\$100,000 - \$149,999	\$750
\$150,000 - \$199,999	\$1,000
\$200,000 - \$299,999	\$1,250
\$300,000 - \$399,999	\$1,750
\$400,000 - \$499,999	\$2,250
\$500,000 - \$999,999	\$2,750
\$1,000,000 - \$4,999,999	\$5,250
\$5,000,000 or more	\$7,750

www.hpo.dcr.state.nc.us

Mailing Address
4617 Mail Service Center, Raleigh NC 27699-4617

Telephone/Fax
(919) 733-6547 • 715-4801

Please send your payment in the form of a check. We are currently not able to accept credit cards. We hope to soon. Check back with us at the end of your project if you wish to pay by credit card. 1/05

**North Carolina Department of Cultural Resources
Office of Archives and History
Division of Historical Resources
State Historic Preservation Office**

State Preservation Tax Credit Fee Payment Form

In accordance with North Carolina General Statute 105-129.36A, the State Historic Preservation Office (HPO) now charges a fee to process a Historic Preservation Certification Application. Information on processing fees is found on page 7 of the instructions for the Historic Preservation Certification Application. **All new income-producing and nonincome-producing projects received on or after November 1, 2004 will be subject to the fees.**

If you are submitting a "Historic Preservation Certification Application Part A—Description of Rehabilitation," a preliminary processing fee of **\$250** is due, except for projects for which rehabilitation costs are under \$25,000. If you are submitting a "Historic Preservation Certification Application Part B—Request for Certification of Completed Work," the balance of the fee is due based on the completed qualifying rehabilitation expenditures and is assessed in accordance with the fee schedule listed below:

Completed Qualifying Rehabilitation Expenditures	Total Fee*
\$25,000 - \$49,999	\$250
\$50,000 - \$99,999	\$500
\$100,000 - \$149,999	\$750
\$150,000 - \$199,999	\$1,000
\$200,000 - \$299,999	\$1,250
\$300,000 - \$399,999	\$1,750
\$400,000 - \$499,999	\$2,250
\$500,000 - \$999,999	\$2,750
\$1,000,000 - \$4,999,999	\$5,250
\$5,000,000 or more	\$7,750

**Two hundred, fifty dollars (\$250) is due for the review of the Part A application, and the balance is due for the review of the Part B application. For example if your project expenditures are \$125,000, you would pay \$250 with the Part A application and \$500 with the Part B application.*

The HPO cannot review your application until the fee is paid. The HPO will send you a bill by mail when your application is received. If you prefer to prepay the fee by check or credit card, you may submit this form along with your Historic Preservation Certification Application to the HPO. Your check will be deposited or your fee will be charged to your credit card when the HPO receives the payment with the application and a receipt will be mailed to you. Prepayment will expedite the processing of your application.

If you wish to pay by check, **please make your check payable to the North Carolina Department of Cultural Resources (NC DCR)**, write "State Preservation Tax Credit" on it, and mail with this form to: State Preservation Tax Credits, Restoration Branch, HPO, Division of Historical Resources, 4617 Mail Service Center, Raleigh, NC 27699-4617. For overnight mail only, use the following address and telephone number: 515 North Blount Street, Raleigh, NC 27604, 919-733-6547.

You may also charge your fee to **Visa or MasterCard**. To pay by credit card, simply complete the information requested below and mail this form to the address above or fax this form to: State Preservation Tax Credits at 919-715-4801.

Name as it appears on credit card: _____

Credit card number: (We are unable to accept Credit Cards at this time) _____ Expiration Date: _____

Authorized signature: _____ Date: _____

Name/Address of property as it appears on the Historic Preservation Certification Application:

Name: _____ HPO Project Number (if known): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Is this fee for a Part A or Part B Application?: _____ Amount paid: _____

Telephone Number: _____ Email Address: _____

Fee Payment

In accordance with Department of the Interior regulation 36 CFR 67.12, the National Park Service charges a fee to process a Historic Preservation Certification Application. Information on Processing Fees is found on page 8 of the instructions to the Historic Preservation Certification Application.

If you are submitting a Historic Preservation Certification Application Part 2, a preliminary processing fee of \$250 is charged, except for projects for which rehabilitation costs are under \$20,000. Upon completion of the work and submittal of the Historic Preservation Certification Application Part 3, another fee is charged based on the actual rehabilitation costs and is assessed in accordance with the fee schedule listed below:

Fee	Project Cost
\$ 500	\$ 20,000 to 99,000
\$ 800	\$ 100,000 to 499,999
\$ 1,500	\$ 500,000 to 999,999
\$ 2,500	\$ 1,000,000 or more

The National Park Service cannot review your application until the fee is paid. The National Park Service will send you a bill by mail when your application is received from the State Historic Preservation Office. The bill is payable by check or credit card.

Another option is available if you pay the fee by credit card. Rather than waiting for a bill, you may submit this page along with your Historic Preservation Certification Application to the State Historic Preservation Office. Your fee will be charged to your credit card when the National Park Service receives the application and a receipt will be mailed to you. The use of a credit card and this form will expedite the processing of your application.

Name as it appears on credit card: _____

Telephone Number: _____

Credit card number: _____ Expiration Date: _____

Authorized signature: _____ Date: _____

Name / Address of property as it appears on the Historic Preservation Certification Application:

Name: _____ (print)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Project Number (if known): _____ Is this fee for a Part 2 or Part Application: _____

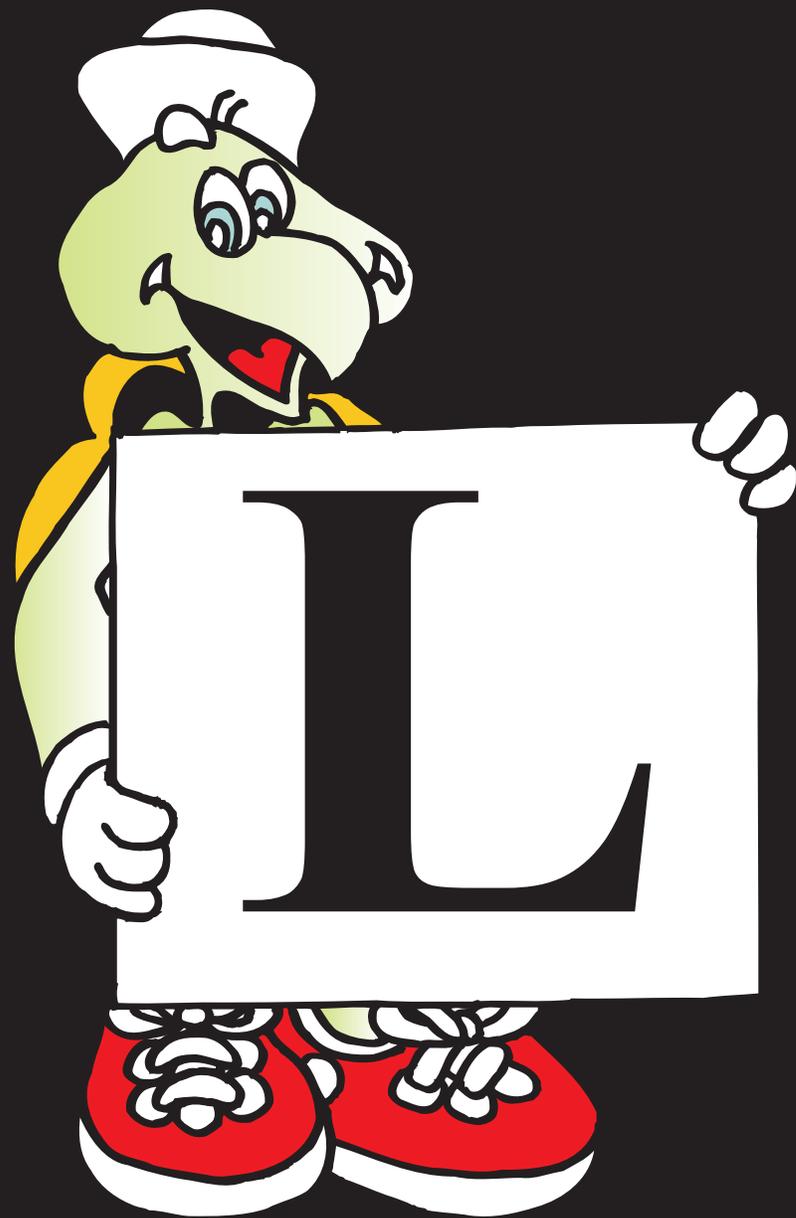
NPS Office Use Only

Date Received: _____

Part 2 amount to be charged: _____

Part 3 amount to be charged: _____

Neighborhood Organizations



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CITY OF WINSTON-SALEM
HOUSING AND NEIGHBORHOOD SERVICES DEPARTMENT
NEIGHBORHOOD ASSOCIATION/ORGANIZATION ROSTER
(Updated Semi-Annually)

STRATEGY AREA 1 – COMMUNITY SERVICE ADVISOR S (MARLENE MINOR 734-1253 / LYNDA VENABLE 734-1256)			
Country Club Estates 230 Fairfax Drive Winston-Salem, NC 27104 Pres: Tele: Code Strategy Area 1 Councilmember Wanda Merschel Contact Person: Anne Huff Meeting schedule: TBA	Country Club Pointe Neigh. Assoc. 153 Club Pointe Drive W-S, NC 27104 Pres. Norman McPherson Code Strategy Area 1 Councilmember Robert C. Clark Meeting Schedule-Annually TBA	Crystal Towers Tenants Assoc. 625 W. 6 th St., Apt. 6 A W-S, NC 27105 Pres. Walter Mabry Tele: 768-3361 - Ms. Roane Code Strategy Area 1 Councilmember Wanda Merschel Meeting Schedule- Monthly 4th Wed @ 2:30 pm	Forestdale Neighborhood Assoc. 3411 York Road W-S, NC 27104 Tele: 760-2288 Pres. Collett Thach Code Strategy Area 1 Councilmember Robert C. Clark Meeting Schedule- As called
Holly Avenue Neigh. Assoc. 704 Brookstown Avenue W-S, NC 27101 Tele: Pres. Mary Jamison Code Strategy Area 1 Councilmember Wanda S. Merschel Meeting Schedule- Monthly last Wednesday @ 7:00 pm	Old Salem Residence Assoc. W-S Neighborhood Alliance 313 S. Main Street W-S, NC 27101 Tele: 773-0330 Pres. Mark Chandler Code Strategy Area 1 Councilmember Wanda S. Merschel	Robinhood Trails Neigh. Assoc. 3320 Paddington Lane W-S, NC 27106 Pres. Kathy Helms Code Strategy Area 1 Councilmember Robert C. Clark Meeting Schedule-As called @ 7:00pm 5 socials p/yr	West End Neighborhood Assoc. West End Boulevard W-S, NC, 27101 Tele:(W)293-2017 (H)722-3626 Pres. Steve Joyner Councilmember WandaSe. Merschel Meeting Schedule- Monthly 2nd Tues @ 7:00 pm
West Highland Neigh. Assoc. 1740 Virginia Road W-S, NC, 27104 Code Strategy Area 1 Councilmember Wanda S. Merschel Meeting Schedule- As called	West Salem Neigh. Assoc. 620 S. Broad Street W-S, NC 27101 Tele: 725-6771 Pres. Pat Olmstead Code Strategy 1 Councilmember Wanda S. Merschel Meeting Schedule – Monthly 1st Monday @ 7:00 pm	WHNA Neighborhood Watch 866 Salem Pointe Lane W-S, NC 27101 Code Strategy Area 1 Councilmember Wanda Merschel Meeting Schedule – Monthly @ 7:00	

STRATEGY AREA 2 – COMMUNITY SERVICE ADVISOR – MARLENE MINOR (734-1253)			
<p>Boston-Thurmond Neigh. Assoc. 612 W. 23rd Street and 2016 Thurmond Street Winston-Salem, NC 27105 Tele. 723-4846 Pres. Ms. Caldwell /Mrs. Glenn Code Strategy Area 2 Councilmember Nelson Malloy, Jr. Meeting Schedule – Monthly 2nd Tuesday @ 6:00pm</p>	<p>Cherry Hill Community Club 438 W. 26th Street Winston-Salem, NC 27105 Tele. 725-7115 Pres. Ms. Lucy Wilson Code Strategy Area 2 Councilmember Nelson Malloy, Jr. Meeting Schedule – Monthly 2nd Monday @ 6:30 pm</p>	<p>Connecting Greenway Alliance 2315 Greenway Avenue Winston-Salem, NC 27105 Tele. 725-0093 Pres. Ms. Dianna Price Code Strategy Area 2 Councilmember Vivian H. Burke Meeting Schedule – Monthly 3rd Tuesday @ 4:00pm</p>	<p>Drayton Pines Residents Council Winston-Salem, NC 27105 Tele. Pres. Code Strategy Area 2 Councilmember Nelson Malloy, Jr.</p>
<p>Glenn/Ivy/30th St. Neigh. Assoc 2821 Glenn Avenue Winston-Salem, NC 27105 Tele 723-1508 Pres. Ms. Beverly Williams Code Strategy Area 2 Councilmember Vivian H. Burke Meeting Schedule -</p>	<p>Ideal/Greenway Neigh. Assoc. 2422 Greenway Avenue Winston-Salem, NC 27105 Tele 725-1122 Pres. Mr. Thurmond Ford Code Strategy Area 2 Councilmember Vivian H. Burke Meeting Schedule – Monthly 4th Monday @ 3:00 pm</p>	<p>North Winston Neigh. Assoc. 2515 N. Patterson Avenue Winston-Salem, NC 27105 Tele 761-1060 Pres. Mr. Rodney Sumler Code Strategy Area 2 Councilmember Vivian H. Burke Meeting Schedule – Monthly 2nd Tuesday @ 6:00 pm</p>	<p>Townview Courts Neigh. Assoc. 622 W. 14th Street Winston-Salem, NC 27105 Tele 722-4906 Pres. Mr. Nelson Malloy, Jr. Code Strategy Area 2 Councilmember Nelson Malloy, Jr. Meeting Schedule -</p>

STRATEGY AREA 3 – COMMUNITY SERVICE ADVISOR - LYNDA VENABLE (734-1256)			
<p>Bowen Park Coop. Comm. Club 2409 Dunbar Street Winston-Salem, NC 27105 Tele. 725-7065 Pres. Mrs. Annie M. McRae Code Strategy Area 3 Councilmember Vivian H. Burke Meeting Schedule – Monthly 1st Sat. @ 3:00pm</p>	<p>Dreamland Park Neigh. Assoc. 2325 Booker Street Winston-Salem, NC 27105 Tele. 722-0841 Pres. Mrs. Marie Robinson Code Strategy Area 3 Councilmember Joycelyn V. Johnson Meeting Schedule – Monthly 1st Monday @ 4:00pm</p>	<p>East Gate Neigh. Assoc. 2900 – N New Walkertown Road Winston-Salem, NC 27105 Tele. 336-201-6011 Pres. DuBoise H. Reid Code Strategy Area 3 Councilmember Joycelyn V. Johnson Meeting Schedule – Monthly – 2nd Thursday @ 2:00 pm</p>	<p>Ladeara Crest Tenants Assoc. Resource Center 2531 Ladera Crest Lane Winston-Salem, NC 27105 Tele: 724-1082 Pres. Ms. Brenda Davis Code Strategy Area 3 Councilmember Vivian H. Burke Meeting Schedule – Monthly 1st Friday @ 6pm</p>
<p>Liberty-East Redevelopment 2531 Fairchild Hills Rd. Winston-Salem, NC 27105 Tele. 761-1009 Pres. Mr. Ike Black Code Strategy Areas 3 & 4 Councilmember Vivian H. Burke Meeting Schedule – Monthly 2nd Thursday @ 12 Noon</p>	<p>NE Winston Neigh. Assoc. 1434 N. Cameron Avenue Winston-Salem, NC 27105 Tele: 725-8830 Pres. Ms. Marva Reid Code Strategy Area 3 Councilmember Vivian Burke Meeting Schedule: Last Thursday of month 14th Street Recreation Center</p>	<p>UNITY 2139 Bowen Blvd. Winston-Salem, NC 27105 Tele. 721-9493 Pres. Ms. Mary Moore Code Strategy Area 3 Councilmember Vivian Burke Meeting Schedule – Monthly 2nd Sat. @ 5:00 pm</p>	

STRATEGY AREA 4 – COMMUNITY SERVICE ADVISOR – LYNDA VENABLE (734-1256)

<p>Cleveland Avenue Homes 1001 E. 15th Street Winston-Salem, NC 27105 Tele. 748-8776 Pres. Ms. Mattie Young Code Strategy Area 4 Councilmember Joycelyn Johnson Meeting Schedule – Monthly 4th Thursday @ 5:30pm</p>	<p>East Winston Restoration Assoc. 1612 E. 11th Street Winston-Salem, NC 27105 Tele. 722-5391 Pres. Ms. Lois Hanes Code Strategy Area 4 Councilmember Joycelyn V. Johnson Meeting Schedule – Monthly 2nd Sunday @ 2:00pm</p>	<p>Excelsior Street 1315 Excelsior Street Winston-Salem, NC 27101 Tele: 722-9790 Pres: Mr. Dan Andrews Code Strategy Area 4 Councilmember Joycelyn V. Johnson Meeting Schedule – As Called</p>	<p>File Street Community Assoc. Winston-Salem, NC 27105 Code Strategy Area 4 Councilmember Joycelyn V. Johnson Meeting Schedule – Quarterly 4th Saturday @ 4:00 pm</p>
<p>Intouch Community Club Winston-Salem, NC 27101 Tele. 722-3631- Ms. Cloud Pres. Code Strategy Area 4 Councilmember Joycelyn V. Johnson Meeting Schedule – Monthly 2nd Monday @ 7pm</p>	<p>Laura Wall/E. 2nd Street Neigh. Assoc. 1304 E. Second Street Winston-Salem, NC 27101 Tele. 724-9593-home 703-3785-work Pres. Mr. Jim Bob Campbell Code Strategy Area 4 Councilmember Joycelyn V. Johnson Meeting Schedule – As Called</p>	<p>Northwest Group #208 1326 N. Cameron Avenue Winston-Salem, NC 27105 Tele. 725-6824 Pres. Ms. Felcia Mack Code Strategy Area 4 Councilmember Joycelyn V. Johnson Meeting Schedule – Monthly 4th Monday @ 6:00pm</p>	<p>Southgate Tenants Association Southgate Community Center 980 E. 2nd Street Winston-Salem, NC 27101 Tele. 725-6881 – Cedric Adams Pres Victoria Robinson Code Strategy Area 4 Councilmember Joycelyn V. Johnson Meeting Schedule – As Called</p>
<p>Sunrise Towers Tenants Assoc. 801 Martin Luther King Dr., Apt. 8-O Winston-Salem, NC 27101 Tele. Pres. Mr. Wallace Andrews Code Strategy Area 4 Councilmember Joycelyn V. Johnson Meeting Schedule Monthly 2nd Thursday @ 2:30 pm</p>			

STRATEGY AREA 5 – COMMUNITY SERVICE ADVISOR – LYNDA VENABLE (734-1256)			
<p>Belview Neighborhood Association 922 Glencoe Street Winston-Salem, NC 27107 Tele. 788-1618 Pres. Mr. Frank Williams Code Strategy Area 5 Councilmember Evelyn Terry Meeting Schedule – Monthly 3rd Monday @ 6:00pm</p>	<p>Columbia Heights Community 1534 Williamson Street Winston-Salem, NC 27107 Tele. 788-7493 Pres. Ms. Deborah Smith Code Strategy Area 5 Councilmember Joycelyn Johnson Meeting Schedule Monthly 3rd Thursday @ 7pm</p>	<p>Happy Hills Neighborhood Assoc. 503 Alexander Street Winston-Salem, NC 27105 Tele. 725-8099 Pres. Edith Jones Code Strategy Area 5 Councilmember Joycelyn V. Johnson Meeting Schedule – Monthly 3rd Thursday @ 6pm</p>	<p>Happy Hills Tenants Assoc. 897 Willow Street Winston-Salem, NC 27127 Tele. Pres. Ms. Yvonne Jefferson Code Strategy Area 5 Councilmember Joycelyn Johnson Meeting Schedule</p>
<p>Hill Top Group 2314 Pleasant Street Winston-Salem, NC 27107 Tele. 784-9286 Pres. Mrs. Debra Weaver Code Strategy Area 5 Councilmember Evelyn Terry Meeting Schedule</p>	<p>Sprague Street Neigh. Assoc. 1020 E. Sprague Street Winston-Salem, NC 27107 Tele. 788-5374 Code Strategy Area 5 Councilmember Evelyn Terry Meeting Schedule – Meet different times</p>	<p>Sunnyside Neighborhood Assoc. 450 E. Devonshire Street Winston-Salem, NC 27107 Tele 723-8597 Pres Mr. David Carter Code Strategy Area 5 Councilmember Evelyn Terry Meeting Schedule – Monthly 3rd Monday @ 7:00pm</p>	<p>Washington Park Neigh. Assoc. P.O. Box 10628 Winston-Salem, NC 27108 Tele 724-2456-home/770-1395-work Pres Leslie Kamtman Code Strategy Area 5 Councilmember Molly Leight Meeting Schedule – Monthly 2nd Thursday @ 7:00 pm</p>
<p>West Salem Civic Club 845 Shober Street Winston-Salem, NC 27101 Tele 725-2789 Pres Mr. Bob Litaker Code Strategy Area 5 Councilmember Molly Leight Meeting Schedule – Monthly 2nd Tuesday @ 7:00pm</p>			

STRATEGY AREA 6 – COMMUNITY SERVICE ADVISOR S - (MARLENE MINOR 734-1253 / LYNDA VENABLE 734-1256)			
<p>Ardmore Neighborhood Assoc. 630 Fenimore Street Winston-Salem, NC 27103 Tele 723-2698 Pres Ms. Julie Magness Code Strategy Area 6 Councilmember Meeting Schedule – Monthly 2nd Tuesday @ 7:30 pm</p>	<p>Ardmore Neighborhood Association Pres. Jennifer Redd 2330 Rosewood Avenue Winston-Salem, NC 27103</p>		

STRATEGY AREA 7 – COMMUNITY SERVICE ADVISOR S - (MARLENE MINOR 734-1253 / LYNDIA VENABLE 734-1256)

<p>Glenridge Neighborhood Assoc. 3420 Jameson Lane Winston-Salem, NC 27106 Tele 765-1314 Pres Mr. Phil Stewart Code Strategy Area 7 Councilmember Robert Clark Meeting Schedule – every 6 weeks</p>	<p>Lindburgh Neighborhood Assoc. 320 Creekway Court Winston-Salem, NC 27104 Tele 765-9561 Pres Ms. Jana Bristow Code Strategy Area 7 Councilmember Dan Besse Meeting Schedule 4 x p/y @ 7:00 pm</p>	<p>Milhaven Neighborhood Association 3633 Milhaven Road Winston-Salem, NC 27106 Tele 760-2808 Pres Ms. Judy Uhrig Code Strategy Area 7 Councilmember Schedule Meeting Quarterly Board Mtg. General Mtg.</p>	<p>South Peacehaven Neigh. Assoc. Winston-Salem, NC 27104 Tele Pres Code Strategy Area 7 Councilmember Robert Clark Meeting Schedule</p>
<p>Westbrook Neigh. Assoc. 4951 Lombardy Lane Winston-Salem, NC 27103 Tele 774-1524 / 714-5721 Pres Mr. David Brown Code Strategy Area 7 Councilmember Dan Besse Meeting Schedule – 2 x p/y TBA</p>			

STRATEGY AREA 8 – COMMUNITY SERVICE ADVISORS – (MARLENE MINOR 734-1253 / LYNDIA VENABLE 734-1256)			
<p>Ashley Forest Friends Winston-Salem, NC Tele Pres Code Strategy Area 8 Councilmember Robert C. Clark Meeting Schedule –</p>	<p>Aspen Park II Homeowners Assoc. 1501 Aspenway Winston-Salem, NC 27106 Tele 759-9781 Pres Ms. Zenobia O. Jefferson Code Strategy Area 8 Councilmember Wanda S. Merschel Meeting Schedule</p>	<p>Fox Hall Neighborhood Assoc. 1246 Shelter Cove Winston-Salem, NC 27106 Tele 760-1963 Pres Mr. David Skinner Code Strategy Area 8 Councilmember Wanda S. Merschel Meeting Schedule</p>	<p>Historic Reynolda Neigh. Assoc. 2905 Wesleyan Lane Winston-Salem, NC 27106 Tele: 761-0865 Pres. Ms. Jennifer Sapp Code Strategy 8 Councilmember Wanda S. Merschel Meeting Schedule: 1st Thursday of each quarter</p>
<p>New Forestdale Neigh Assoc. 3411 York Road Winston-Salem, NC 27104 Tele Pres. Mr. Collett Thach Code Strategy Area 8 Councilmember Robert C. Clark Meeting Schedule</p>	<p>Town and Country Neigh Assoc Winston-Salem, NC 27106 Tele 760-8977 – 794-0263 Pres Ms. Julie Poplin Mr. David Pritchard Code Strategy Area 8 Councilmember Wanda S. Merschel Meeting Schedule</p>	<p>University Area Neigh. Assoc. 3620 Marlowe Avenue Winston-Salem, NC 27106 Tele 759-3577 Code Strategy Area 8 Councilmember Wanda S. Merschel Meeting Schedule - quarterly</p>	<p>West Polo Road Neigh. Assoc. 2106 Polo Road Winston-Salem, NC 27106 Tele 765-9878 Pres Mr. Mike Brewer Code Strategy Area 8 Councilmember Wanda S. Merschel Meeting Schedule Quarterly Board Mtg. General Mtg.</p>
<p>Woodbury Forest Neigh. Assoc. 2548 Woodbury Drive Winston-Salem, NC 27106 Tele Pres Ms. Judy Aanstad JAANSTAD@TRIAD.RR.COM Code Strategy Area 8 Councilmember Wanda S. Merschel Meeting Schedule</p>			

STRATEGY AREA 9 – COMMUNITY SERVICE ADVISOR – MARLENE MINOR (734-1253)			
Citywide Neighborhood Council 2326 Greenway Avenue Winston-Salem, NC 27105 Tele Pres Code Strategy Area 9 Councilmember Vivian H. Burke Meeting Schedule – Quarterly - TBA	Forest Hills Civic Club 1021 Long Drive Winston-Salem, NC 27105 Tele 759-9708 Pres Mr. Pete Phillips Code Strategy Area 9 Councilmember Vivian H. Burke Meeting Schedule – monthly 3rd Thursday @ 6:30 pm	Millbrook Tenants Assoc. 2815 Millbrook Drive, Apt. F Winston-Salem, NC 27105 Tele 725-3573 Pres Ms. Wanda Eddy Code Strategy Area 9 Councilmember Vivian H. Burke Meeting Schedule – Monthly 2nd Tuesday @ 6:00pm	Mineral Springs Neigh. Watch 14 Arita Circle Winston-Salem, NC 27105 Tele 767-9527 Pres Ms. Esther Collins Code Strategy Area 9 Councilmember Vivian H. Burke Meeting Schedule – Monthly – 4th Tuesday @ 7:00pm
Montview Neighborhood Assoc. 3526 Hemlock Drive Winston-Salem, NC 27105 Tele 767-4165 Pres Mr. Pete Brown Code Strategy Area 9 Councilmember Vivian H. Burke Meeting Schedule – As called – 1st Monday @ 6:30pm	North Hills Homeowners Assoc. 4261 Cody Drive Winston-Salem, NC 27105 Tele 661-0073 Pres Ms. Jackie Davis Code Strategy Area 9 Councilmember Nelson Malloy, Jr. Meeting Schedule	Northview/Old Rural Hall 4651 Northview Street Winston-Salem, NC 27105 Tele: 744-7806 Pres: Mrs. Maxine Johnson Code Strategy Area 9 Councilmember Vivian H. Burke Meeting Schedule – As Called	

STRATEGY AREA 10 – COMMUNITY SERVICE ADVISOR – LYNDIA VENABLE (734-1256)			
Castle Heights Neighborhood Assoc. 2708 Fondly Rd. Winston-Salem, NC 27105 Tele 725-3506 - 723-1504 Pres Ms. Jerri Moss – Mr. Joe Rogers Code Strategy Area 10 Councilmember Vivian H. Burke Meeting Schedule – Monthly 3rd Monday @ 11:00 am	North Hampton Neigh Assoc. 4305 Orchid Drive Winston-Salem, NC 27105 Tele 744-0621 Pres Ms. Gloria Stinson Code Strategy Area 10 Councilmember Vivian H. Burke Meeting Schedule – Monthly – 3rd Monday @ 7:00pm	Northwood Estates KYN Club 2613 Rosemary Drive Winston-Salem, NC 27105 Tele 724-3759 Pres Ms. Naomi Jones Code Strategy Area 10 Councilmember Vivian H. Burke Meeting Schedule – Monthly – 4th Monday @ 7:00 pm	Pom-Land-Oak Hill Neigh. Assoc 3400 Cumberland Road Winston-Salem, NC 27105 Tele 767-6436 Pres Ms. Selena Nichols Code Strategy Area 10 Councilmember Vivian H. Burke Meeting Schedule – Quarterly – As Needed – 7:00pm

STRATEGY AREA 11 – COMMUNITY SERVICE ADVISOR – LYNDIA VENABLE (734-1256)

<p>Cityview Neigh Association P.O. Box 4422 Winston-Salem, NC 27115 Tele 723-3911 Pres Mrs. Delores Wall Code Strategy Area 11 Councilmember Joycelyn V. Johnson Meeting Schedule – Every other month – 4th Thursday @ 6:00pm</p>	<p>Forest Ridge Tenants Assoc. Winston-Salem, NC 27101 Tele 703-1870 Code Strategy Area 11 Councilmember Joycelyn V. Johnson Meeting Schedule Monthly – Meet as Needed @ 6:30 pm</p>	<p>Lakeside United Tenants 207 State Street Winston-Salem, NC 27105 Tele 723-2151 – 717-9964 Pres Mr. James Parker Code Strategy Area 11 Councilmember Joycelyn V. Johnson Meeting Schedule – As Called</p>	<p>Maryland Ave. Tenants Assoc. 1986-F Maryland Avenue Winston-Salem, NC 27101 Tele Pres Ms. Cheryl Stewart Code Strategy Area 11 Councilmember Joycelyn V. Johnson</p>
<p>Rolling Hills Tenants Assoc. 720 Ferrell Court – Apt. #10 Winston-Salem, NC 27101 Tele 734-1677 Pres Mr. Calvin Bell Code Strategy Area 11 Councilmember Joycelyn V. Johnson Meeting Schedule – Monthly – 4th Monday @ 6:00pm</p>	<p>Skyland Park Community Club # 3 842 Rankin Street Winston-Salem, NC 27101 Tele 724-9184 Pres Ms. Gertha G. Michael Code Strategy Area 11 Councilmember Joycelyn V. Johnson Meeting Schedule Monthly – 1st Tuesday @ 7:00 pm – except July and August</p>	<p>Skylandite Community Club # 1 1810 Kentucky Avenue Winston-Salem, NC 27101 Tele 724-2089 Pres. Mr. George Boler Code Strategy Area 11 Councilmember Joycelyn V. Johnson Meeting Schedule Monthly 1st Saturday @ 1:00pm</p>	

STRATEGY AREA 12 – COMMUNITY SERVICE ADVISOR – MARLENE MINOR (734-1253)			
<p>Broadbay Heights Neigh. Assoc 3011 Walsh St. Winston-Salem, NC 27107 Tele 650-9185 Pres Ms. Janie Mosley-Autery Code Strategy Area 12 Councilmember Evelyn Terry Meeting Schedule – Monthly 3rd Thursday @ 6:30pm</p>	<p>Morningside Manor Neigh. Assoc. 1355 Sedgefield Drive Winston-Salem, NC 27107 Tele 784-6510 Pres Ms. Jacqueline Teal Code Strategy Area 12 Councilmember Evelyn Terry Meeting Schedule Periodically -evenings</p>	<p>Parkview Action Committee 3557 High Point Road Winston-Salem, NC 27107 Tele 750-9900 (Pager) Pres Mr. Alan Goldston Code Strategy Area 12 Councilmember Evelyn Terry Meeting Schedule</p>	<p>Pleasants Hills Residents Assoc. 1550 Billy Drive Winston-Salem, NC 27107 Tele 771-7298 Pres Ms. Ava Bethea Code Strategy Area 12 Councilmember Evelyn Terry Meeting Schedule</p>
<p>Reynolds Manor Neigh. Assoc. 1085 Reynolds Manor Dr. Winston-Salem, NC 27107 Tele 785-3238 Pres Mr. Ken Leak Code Strategy Area 12 Councilmember Evelyn Terry Meeting Schedule – Monthly 2nd Thursday @ 6:30pm</p>	<p>Salem Gardens Tenants Assoc. Winston-Salem, NC 27107 Tele Pres. Code Strategy Area 12 Councilmember Joycelyn V. Johnson Meeting Schedule</p>		

STRATEGY AREA 13 – COMMUNITY SERVICE ADVISOR – MARLENE MINOR (734-1253)			
<p>Easton Neighborhood Association 1227 Hart Street Winston-Salem, NC 27107 Tele 785-2136 Pres Mr. Robert Leak Code Strategy Area 13 Councilmember Evelyn Terry Meeting Schedule – Monthly – 2nd Tuesday (Had not met for a while)</p>	<p>Flat Rock Community Association 1836 Flat Rock Street Winston-Salem, NC 27107 Tele 788-2312 Pres Mr & Mrs. Mike Byrum Code Strategy Area 13 Councilmember Evelyn Terry Meeting Schedule – Monthly 2nd Thursday @ 6:30pm</p>	<p>Weston Neigh. Crime Watch 3620 Tech Avenue Winston-Salem, NC 27107 Tele 784-0715 Pres Ms. Addie Hargett/ Shirley Roels – Temporary Code Strategy Area 13 Councilmember Evelyn Terry Meeting Schedule – Monthly Last Saturday @ 2:00pm</p>	<p>Weston Neigh. Association 3657 Cornell Boulevard Winston-Salem, NC 27127 Tele 788-6408 Pres Ms. Edna Robertson Code Strategy Area 13 Councilmember Evelyn Terry Meeting Schedule - Monthly – 15th @ 6:00pm</p>

STRATEGY AREA 14 – COMMUNITY SERVICE ADVISOR S – (MARLENE MINOR 734-1253 / LYNDA VENABLE 734-1256)			
<p>British Woods Neigh. Assoc. 2728 Winslow Lane Winston-Salem, NC 27103-5739 Tele 765-0409 Pres Mr. Barnes Daniels Code Strategy Area 14 Councilmember Molly Leight Meeting Schedule – 4th Tuesday @ 7:00pm</p>	<p>British Woods Owners Assoc. 2210 Sunderland Road Winston-Salem, NC 27103 Tele 768-4740 Pres Mr. Tim Price Code Strategy Area 14 Councilmember Meeting Schedule – Meet as needed or quarterly</p>	<p>Cedar Ridge Homeowners Assoc. Winston-Salem, NC 27127 Tele Pres Code Strategy Area 14 Councilmember Dan Besse Meeting Schedule – Monthly (Board)</p>	<p>Chateau Ridge Homeowners Assoc. 2596 Azalea Place Winston-Salem, NC 27103 Tele 813-0154 Pres Anthony Layng Code Strategy Area 14 Councilmember Meeting Schedule</p>
<p>Colonial Village Neigh. Watch 1010 Oak Grove Road Winston-Salem, NC 27103 Tele Pres Code Strategy Area 14 Councilmember Molly Leight Meeting Schedule</p>	<p>Northwest Group #452 Winston-Salem, NC Tele Pres Code Strategy Area 14 Councilmember Dan Besse Meeting Schedule</p>	<p>Salem Woods Associated Neighbors 110 Shenandoah Drive Winston-Salem, NC 27103 Tele 768-3243 Pres Mr. Woods Code Strategy Area 14 Councilmember Dan Besse Meeting Schedule – Once a qtr. @ 7:00pm</p>	<p>Stratford Manor Neigh. Assoc. 1416 Hannaford Road Winston-Salem, NC 27103 Tele 768-9276 Pres Mr. Ed Cummings Code Strategy Area 14 Councilmember Dan Besse Meeting Schedule – Meet as needed</p>
<p>Twin Gardens Homeowners Assoc. 1824 Alyssum Place Winston-Salem, NC 27127 Tele 785-0273 Pres Code Strategy Area 14 Councilmember Dan Besse Meeting Schedule – Monthly (Board) as needed</p>	<p>Williamsburg Square – Homeowners Association 2908 Bradenton Drive Winston-Salem, NC 27103 Tele Pres Code Strategy Area 14 Councilmember Meeting Schedule</p>	<p>Winstead – West Homeowners Association 1277 Beaverton Drive Winston-Salem, NC 27103 Tele Pres Mr. Allen McBride Code Strategy Area 14 Councilmember Dan Besse Meeting Schedule – Monthly (Board)</p>	

STRATEGY AREA 15 – COMMUNITY SERVICE ADVISOR – MARLENE MINOR (734-1253)			
<p>Baywood Forest Neigh. Assoc. Winston-Salem,NC Tele Pres Code Strategy Area 15 Councilmember Nelson L. Malloy, Jr. Meeting Schedule</p>	<p>Colonial Estates Neigh. Assoc. 2175 Independence Road Winston-Salem, NC 27105 Tele 924-2404 Pres Mr. R. M. Cleveland Code Strategy Area 15 Councilmember Nelson L. Malloy, Jr. Meeting Schedule – As Called</p>	<p>Georgetown Neighborhood Assoc. 4300 Morningside Drive Winston-Salem, NC 27106 Tele 922-3991 Pres Code Strategy Area 15 Councilmember Nelson L. Malloy, Jr. Meeting Schedule – Bi-Monthly 1st Monday 3 times a year @ 7:30</p>	<p>Hunter Hills Neighborhood Assoc. 179 Beechwood Circle Winston-Salem, NC 27105 Tele 661-1391 Pres Mrs. Wilhemenia Long Code Strategy Area 15 Councilmember Nelson Malloy, Jr. Meeting Schedule - Monthly 2nd Saturday @ 11:00am (Not July & August)</p>
<p>Mallard Lakes Homeowners Assoc. 1875 Mallard Lakes Dr. Winston-Salem, NC 27106 Tele 922-2497 Pres Ms. Melynda Dunigan Code Strategy Area 15 Councilmember Vivian H. Burke Meeting Schedule - Monthly TBA 2nd Wednesday @ 7:00pm</p>	<p>Oldtown Community Watch Winston-Salem, NC 27106 Tele 922-7106 Pres Elder J. Diop Code Strategy Area 15 Councilmember Nelson Malloy, Jr. Meeting Schedule -Monthly 2nd Wednesday @ 6:00pm</p>	<p>Piney Grove Neigh. Association 4643 Tobacco Road Winston-Salem, NC 27106 Tele: 767-4539 Pres: Mrs. McNeil Code Strategy Area 15 Councilmember Nelson Malloy, Jr. Meeting Schedule – As Called</p>	<p>Quail Pointe Neighborhood Assoc. Woodsong Lane Winston-Salem, NC 27106 Tele Pres Ms. Barbara Porter Code Strategy Area 15 Councilmember Nelson Malloy, Jr. Meeting Schedule - Bi-Monthly 2nd Tuesday @ 7:00pm</p>
<p>Stonewall Neighborhood Assoc. 5692 Bull Run Road Winston-Salem, NC 27106 Tele 744-0927 Pres Mr. Rutherford Moorman, Jr. Code Strategy Area 15 Councilmember Nelson Malloy, Jr. Meeting Schedule - Monthly 4th Sunday @ 6:00pm</p>			

Updated Oct.31, 2005(kb)