



## TOWN OF SOUTHERN SHORES

5375 N Virginia Dare Trl, Southern Shores, NC 27949

(252) 261-2394 tel (252) 255-0876 fax

[www.southernshores-nc.gov](http://www.southernshores-nc.gov)

### Historic Landmarks Designation Application

Application No. \_\_\_\_\_ Date \_\_\_\_\_

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This application initiates consideration of a property for designation as a Southern Shores Historic Landmark by the Southern Shores Historic Landmarks Commission and the Southern Shores Town Council. It enables evaluation of the resource to determine if it qualifies for designation. The evaluation is made by Town Staff and/or third party resources, which makes a recommendation to the Historic Landmarks Commission, which in turn makes its recommendation to the Town Council. Requirements and procedures are established in Chapter 17 of the Southern Shores Town Code. Please type if possible. Use 8-1/2" x 11" paper for supporting documentation and if additional space is needed. Return completed application to the Southern Shores Planning & Code Enforcement Department or mail to:

Wes Haskett, Town Planner/Code Enforcement Officer  
Town of Southern Shores  
5375 N. Virginia Dare Trl.  
Southern Shores, NC 27949

**1. Name of Property (if historic name is unknown, give current name or street address):**

Historic Name:

\_\_\_\_\_

Current Name:

\_\_\_\_\_

**2. Location:**

Street Address:

\_\_\_\_\_

**3. Legal Owner of Property (If more than one, list primary contact):**

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

City:

\_\_\_\_\_

State:

\_\_\_\_\_

Zip:

Telephone No:

E-Mail:

**4. Applicant/Contact Person (If other than owner):**

Name:

Address:

City:

Telephone No:

E-Mail:

**5. General Data/Site Information:**

Date of Construction and major additions/alterations:

Number, type, and date of construction of accessory structures:

Approximate lot size or acreage:

Architect, builder, carpenter, and/or mason:

Original Use:

Present Use:

**6. Classification:**

A. Category (check all that apply):

Structure(s) \_\_\_\_ Object \_\_\_\_ Site \_\_\_\_

**7. Reason for Request:**

**8. Supporting Documentation (Attach to application on separate sheets. Please type or print):**

**A. Photographs:**

One set of current exterior photographs of all facades of the building and at least one photo of all other contributing and non-contributing resources. In addition to prints, all images should be submitted electronically (CD-R, email, thumb drive). Any additional exterior views and views of other structures on the property will be helpful. Photographs of interior spaces may be submitted voluntarily, however they are not required. When possible, photographs of the original structure should be submitted. All photos should be submitted as individual jpeg photos, as well as supporting photographs that illustrate architectural features, spatial relations, orientation, size, scale, and texture.

**B. Boundary Map:**

Please include a map showing the location of the property. A sketch map is acceptable, but please note street names and number. Any other structures on the property should also be shown. Please include a "North" arrow. Map should be no larger than 11" x 17". A tax map with boundaries marked is preferred, which can be found at: <http://gis.darecountync.gov/>.

**C. Architectural Significance:**

Describe the property, including exterior architectural features, additions, remodels, and alterations. Also describe significant accessory structures and landscape features. Include a statement regarding the architectural significance of the property.

**D. Historic Significance:**

Note any significant events, people, and/or families associated with the property. Include all major owners. Note if the property has ever been listed, nominated, or determined eligible for inclusion in the National Register of Historic Places. If so, who and when? Please include a bibliography of sources. Information regarding prior designations can be found by contacting the Survey and Planning Branch of the NC State Historic Preservation Office (NCSHPO) at 919-807-6570, 919-807-6573 or at: <http://www.hpo.dcr.state.nc.us/spbranch.htm>.

**E. Special Significance Summary:**

Include a one to two paragraph summary of those elements of the property that are integral to its historical, prehistorical, architectural, archaeological, and/or cultural importance.

**F. Abstract**

A clear summary statement of the property's significance and degree of integrity in two to three sentences. Why are you proposing designation for this property? Also please include a concise statement of what structure(s) and portion of land are to be included in the designation. Is it all of the legal parcel(s) historically and currently associated with the structure(s) or only a portion? The land area included should be, at minimum, that which is historically associated with and which continues to provide historic context for, the structure(s) for which designation is proposed.

**G. Floor Plan**

A sketch floor plan of the structure(s). It does not have to be of "draftsman quality" or exactly to scale, but should clearly show arrangement of spaces and their relationship to one another. Floor plans may be drawn by hand with a ruler and legible printing or may be created with graphics or drafting software.