



City of Kinston

Post Office Box 339
Kinston, North Carolina 28502



City of Kinston Planning Department LOCAL HISTORIC LANDMARK PRE-APPLICATION

Tracking Information (Staff Only)

Date Received:	Individually Listed NR: <input type="checkbox"/> Yes <input type="checkbox"/> No	PIN:
Tax value:	Local District:	National Register District:

Applicant

Name:	
Address:	
Telephone:	Email:

Owner

Name:	
Address:	
Telephone:	Email:

Property Information

Property Type: <input type="checkbox"/> Building <input type="checkbox"/> Structure <input type="checkbox"/> Site <input type="checkbox"/> Object <input type="checkbox"/> District					
Address:					
Historic Name of Property:					
National Register Listed? <input type="checkbox"/> Yes, Date: _____			<input type="checkbox"/> No NC Study List? <input type="checkbox"/> Yes, Date: _____ <input type="checkbox"/> No		
Date of Original Construction:			Original Architect/Builder:		
Original Use:			Present Use:		
This application is submitted: <input type="checkbox"/> at the request of the owner <input type="checkbox"/> with the owner's knowledge but not at her or his request <input type="checkbox"/> without the owner's knowledge					

Landmark Criteria

To be eligible for Local Historic Landmark Status a property must meet at least two of the criteria listed below. Indicate which criteria this property fits into. Check all that apply.

- The property is associated with events that have made a significant contribution to the broad patterns of local, regional, or national history.
- The property has yielded or may be likely to yield, information important to Kinston's history or prehistory.
- The property is associated with the lives of persons significant in local, regional, or national history.
- The property embodies distinctive characteristics of a type, period, or method of construction.
- The property represents the work of a master or possesses high artistic value.

Additional Criteria:

The City of Kinston Planning Department and Historic District Commission prioritize local landmark status for those properties that have been restored or will be restored in the near future. Documentation of restoration or plans for future restoration is a required component of the application for local landmark status.

If the property is a building:

Has the building been recently restored? Yes No

If no, is there a plan for restoration of the building? Yes No

If yes, there is a plan, when is restoration expected to begin? _____

Application Information

This application initiates preliminary consideration of a property for local historic landmark status. This does not mean that a property is being designated as a local historic landmark at this time, nor does this application constitute a local historic landmark nomination form. **This application enables evaluation of a property by the Kinston Historic Development Commission to determine if it is likely to qualify as a local historic landmark.**

The Historic District Commission will evaluate your preliminary application at one of their regularly scheduled meetings and visit the site. If approved by the Commission, the property will be placed on the study list. Applicants will be notified of the Commission's action in writing. Once a property is approved for the study list, a formal local landmark designation application may be prepared.

Please type, if possible, or print clearly. All submitted materials become the property of the District Commission and cannot be returned.

Application Attachments

The following items must be submitted as part of this application: Digital copies of application materials may be submitted by CD, flash drive, or emailed directly to the Planning Director.	Required	Optional
<p>1. Written Description: Provide a thorough written description of the property/structure and its significance. The description should include all of the following elements:</p> <ul style="list-style-type: none"> a. General Architectural Description - On one 8 1/2" x 11" page, briefly describe architectural features, additions, remodelings, and any alterations not apparent in photographs. Also, describe the setting, e.g. rural, downtown neighborhood, etc. b. History - On one 8 1/2" x 11" page, briefly note any significant events, personages and/or families associated with the property. (Detailed family genealogies are not necessary.) Please list any additional sources of information. Only material contained on the form will be used for evaluation. c. Reason for Request – On one 8 1/2" x 11" page, briefly describe why you are seeking local landmark designation for the property in question. 	1 digital and 1 hard copy	
<p>2. Photographs: At least two current exterior color photographs must be provided. Photographs MUST BE LABELLED (name of structure, address, county). Current interior views and views of other buildings on the property would also be helpful. If the property is in a developed setting, such as a residential neighborhood or a business district, include slides of adjoining streetscapes and indicate how these views relate to subject property. Current exterior and interior color photographs are recommended. Good photocopies of photographs are acceptable.</p>	1 set of digital images or 1 set of prints	
<p>3. Map: Please include a map showing the location of the property. A sketch map is acceptable, but please note street and route numbers. Any outbuildings on the property should also be noted. Please include a "North" arrow.</p>	1 digital and 1 hard copy	

Submittal Instructions

A pre-submittal meeting is required at least 48 hours prior to submitting your pre-submittal application.

Submit to:

Digital: adam.short@ci.kinston.nc.us

Hard Copy: Adam Short, Planning Director
City of Kinston Planning Department
Post Office Drawer 339
Kinston, NC 28502