

## Historic Landmark Designation

### FAQ

**1) What is required to designate a Historic Landmark?**

*No property will be recommended for designation as a historic landmark unless it is deemed and found by the Historic Landmarks Commission to be of special significance in terms of its historical, prehistoric, design, setting, workmanship, materials, feeling and/or association. No property shall be proposed for designation as a landmark unless a written application is received from the record owner(s) of the property requesting such designation.*

**2) What is required to designate a Historic Landmark?**

*An application to designate potentially historic properties can be obtained from the Town Planning and Code Enforcement Department or on the Town website at [www.southernshores-nc.gov/historic-landmarks-commission/](http://www.southernshores-nc.gov/historic-landmarks-commission/).*

**3) Are there any benefits for the owner(s) of historic landmarks?**

*Yes. The property owner(s) would receive a 50% reduction in ad valorem taxes. If a designated property is undesignated and comes out of the program, there is a 3-year rollback.*

**4) Can a designated landmark be removed from the Historic Landmark program?**

*The purpose of the Historic Landmark Designation Ordinance is to protect structures of historical, architectural, prehistorical, and cultural significance to the Town. Once a landmark has been designated, the designation runs with the property and it is filed with the Dare County Register of Deeds. A landmark will be removed from the program if improvements are made that are inconsistent with an issued Certificate of Appropriateness and the principles and guidelines adopted by the Commission and are not corrected/remedied. A landmark is also removed following issuance of a Certificate of Appropriateness for demolition of the structure.*

**5) Can additions or alterations be made to a designated landmark?**

*Yes. A Certificate of Appropriateness can be obtained for alterations that comply with the principles and guidelines adopted by the Commission.*

*The application shall be filed no later than fifteen (15) days prior to the next regularly scheduled meeting of the Commission. Each application shall be accompanied by sketches, drawings, photographs, specifications, descriptions and other information of sufficient detail to clearly show the proposed exterior alterations, additions, changes or new construction. The names and mailing addresses of property owners filing and/or subject to the application and the addresses of the property within 100 feet on all sides of the property that is the subject of the application must also be filed.*

*No Certificate of Appropriateness will be granted unless the Commission finds that the application complies with the principles and guidelines adopted by the Commission for review changes. It is the intent of these regulations to insure insofar as possible that construction, reconstruction, alteration, restoration, moving or demolition of buildings, structures, appurtenant fixtures, outdoor advertising signs, or other significant features of landmarks shall be congruous with the special character of the landmark.*

**6) Can minor changes be made to a designated landmark?**

*Yes. Minor Works are exterior changes that do not involve substantial alterations, additions or removals that could impair the integrity of the property. The Zoning Administrator may issue a Certificate of Appropriateness for a minor works or defer the application to the Commission.*

**7) Is there any relief for designated landmarks from the National Flood Insurance Program (NFIP) regulations?**

*Yes. As part of the Town of Southern Shores Code of Ordinances - Flood Damage Prevention – the “substantial improvement” definition exempts “historic structures” from the requirement to meet the NFIP elevation and floodproofing requirements.*

*However, if plans to substantially improve a “historic structure” or repair a substantially damaged “historic structure” would result in loss of its designation as an “historic structure”, the structure no longer qualifies for the exemption and would be required to meet the NFIP floodplain management regulations.*

*If a designated landmark is destroyed by a natural disaster or fire, a new structure built on the property would be subject to meeting all applicable NFIP requirements.*