

## **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 City Hall South. 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 old County Courthouse building at 336-727-2655.

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: 336-727-2152  
Internet: [www.co.forsyth.nc.us/LIBRARY/ncroom.htm](http://www.co.forsyth.nc.us/LIBRARY/ncroom.htm)  
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**

Old Courthouse  
11 West Third Street  
Winston-Salem

Phone: 336-727-2655  
Internet: [www.co.forsyth.nc.us/tax/tax.htm](http://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 Plaza Building  
102 West Third Street  
Winston-Salem

Phone: 336-727-2903  
Internet: [www.co.forsyth.nc.us/RoD/index.html](http://www.co.forsyth.nc.us/RoD/index.html)  
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: 336-761-2078  
Material: Wills  
Estate settlement papers

**City-County Planning Board**

City Hall  
100 East First Street  
Winston-Salem

Phone: 336-727-2087  
Internet: [www.co.forsyth.nc.us/CCPB/Ccpbmain.htm](http://www.co.forsyth.nc.us/CCPB/Ccpbmain.htm)  
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  
Internet: [www.archivesnc.com/](http://www.archivesnc.com/)  
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/](http://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/](http://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/](http://www.moravianarchives.org/)  
Material: Memoirs of Moravians  
Maps  
Early records of Wachovia

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## **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