



Preservation Chapel Hill

Historic Plaque Program Application

Why Apply For A Plaque?

The Preservation Chapel Hill's Historic Plaque Program recognizes and designates historically and architecturally significant structures in our community. Chosen structures receive a plaque and are also listed and described on the PCH website. Additionally, the information gained by going through the process of researching a house helps us to build our community accessible archive about historic Chapel Hill and to create programming for residents and visitors. Help preserve and mark the historic architecture of Chapel Hill by applying for a plaque for your home or place of business.

Eligibility

To be considered for a Preservation Chapel Hill Historic Plaque, properties must be 50 years or older and within the city limits of Chapel Hill.

Selection Process

The Preservation Committee of Preservation Chapel Hill's Board of Directors reviews all applications for historic residence plaques. It is important to provide accurate dates, correct full names, and sources for all information included in your application. The Preservation Committee is willing to discuss and work with applicants to improve information, but first consideration will be given to well researched and well documented applications.

The name on the plaque will be chosen by the committee. Whenever possible, buildings will be named for the original owner or a significant resident. Other owners or residents may be added if they occupied the building for a significant part of its history, made significant architectural changes to the building, or made important contributions to the history of Chapel Hill.

The cost of a residential plaque is \$150. This covers manufacturing costs of the plaque and PCH staff time. Checks and money orders are payable to Preservation Chapel Hill. Plaques are awarded each May during Preservation Month.

Suggested Research Sources

These organizations may be helpful in researching the history of your house. You may also want to consult census records, family histories, cemetery records, local history books, photographs, and local church records.

Orange County Courthouse, Register of Deeds

<http://www.co.orange.nc.us/deeds/index.asp>

This office has birth and death certificates, deeds, and other relevant records. The land records office is not particularly user friendly and the system is not designed for historic research. Nonetheless, some members of the office can be helpful. Please be aware that information available online through the county's GIS system is incomplete and inexact. It should not be offered as the sole evidence of the age of your home. Though the

OC online document inquiry system theoretically indexes all records in their possession, scanned images of deeds prior to the mid 1980s are not available in this system. Scans of deeds prior to this time will, in theory, be added to the current system soon. In the meantime, if you have the deed book and page numbers, you can find earlier deeds on this site: <http://www.courthousecomputersystems.com/OrangeNC/>

Town of Chapel Hill Planning Department

<http://www.townofchapelhill.org/index.aspx?page=75>

The town's Planning Department maintains significant reports on all the local historic districts in addition to a series of scattered sites. The Preservation Chapel Hill office also maintains these records.

The North Carolina Collection

<http://www.lib.unc.edu/ncc/>

This archive contains a wide variety of sources including Sanborn Insurance Maps, city directories, and local newspapers. The collection includes extensive archives on UNC professors and excellent year-by-year sources of information such as the Yackety-Yack Yearbooks, the Daily Tar Heel, and the Chapel Hill Weekly.

The Chapel Hill Historical Society

<http://www.chapelhillhistoricalsociety.org/>

Though operating at a reduced level, the Historical Society maintains an archive that is accessible to the public. Much of the Historical Society's collection has been moved to the North Carolina Collection.

Durham-Orange Genealogical Society

<http://www.ncgenweb.us/dogsnc/>

This is a local organization that is available to help researchers with topics on local history.

Submitting Your Application

Completed applications and supporting materials can be dropped off during our business hours, mailed, or emailed. In addition to printed applications, Word documents, PDFs, JPEGs and other common file types are acceptable. More information about PCH can be found at <http://preservationchapelhill.org>.

Attn: Historic Plaque Program
Preservation Chapel Hill
610 East Rosemary Street
Chapel Hill, NC 27514

info@preservationchapelhill.org

Section 1: Owner and Applicant Information

If this application is being filled out for a non-residential plaque, include the name of the organization and the name and title of the contact person.

Date: _____

Building owner's name:

Applicant's name (if different than owner):

Mailing address:

Email address:

Phone number(s):

Section 2: Identification Information for the Nominated Structure

Address:

Former location of structure (if applicable):

PIN number (found on yearly property tax statement):

Parcel number (found on yearly property tax statement):

Photos: Please attach three exterior and three interior photographs of the structure highlighting significant architectural features to your application. Common electronic image file formats are acceptable, as are print photos.

Section 3: Chain of Title

It is easiest to work from the current owner backwards. This information can be found in county deed books. If necessary, include any additional chain of title information on another copy of this page.

Book: _____ Page: _____ Date: _____

Grantee: _____

Book: _____ Page: _____ Date: _____

Grantee: _____

Book: _____ Page: _____ Date: _____

Grantee: _____

Book: _____ Page: _____ Date: _____

Grantee: _____

Book: _____ Page: _____ Date: _____

Grantee: _____

Book: _____ Page: _____ Date: _____

Grantee: _____

Book: _____ Page: _____ Date: _____

Grantee: _____

Book: _____ Page: _____ Date: _____

Grantee: _____

Book: _____ Page: _____ Date: _____

Grantee: _____

Book: _____ Page: _____ Date: _____

Grantee: _____

Book: _____ Page: _____ Date: _____

Grantee: _____

Section 4: Chain of Occupancy

Please check the city directories in at least five-year intervals to locate occupants. Once the occupant is found, look up their name to find their occupation and note it if available. Include any additional occupancy information on another copy of this page.

Approximate dates of occupancy: _____

Occupant names: _____

Occupation(s) / other comments: _____

Approximate dates of occupancy: _____

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Occupation(s) / other comments: _____

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Occupant names: _____

Occupation(s) / other comments: _____

Approximate dates of occupancy: _____

Occupant names: _____

Occupation(s) / other comments: _____

Section 5: Construction of Building

An exact date of construction is sometimes difficult to determine. See resource list on page 2 for help.

Date of construction: _____

Architect: _____

Builder: _____

Section 6: Modifications

Note the date and briefly describe any major architectural changes to the structure.

Date: Change:

_____	_____
_____	_____
_____	_____
_____	_____

Section 7: Pertinent or Interesting Historical Information

Is your property listed in a local or national register significance report? **Y N**

If yes, please include a copy of all relevant pages concerning your property.

Describe any important historical events or persons associated with the property as well as significant architectural features. Feel free to attach another sheet if necessary. Please also include any additional images, photographs, articles, or copies of primary sources that you feel are significant with your application.

Section 8: Further Information

Protective covenants may be place on historic properties to ensure future property owners do not demolish the building or alter its historic characteristics. Would you like to learn more about protective covenants? **Y N**