

HCPP - PLAQUE APPLICATION FORM

(electronic submissions are preferred for archiving purposes)

I. Address of building to receive plaque:

II. Applicant

- A. Name:
- B. Building owner name:
- C. Address (if different than building address):
- D. Phone:
- E. Email:

Applicants may find that information on all of the categories listed below is not available. Please complete as many sections as possible. Feel free to add space as needed as well.

III. Building History

- A. Year built: *Please include a copy of your evidence of the building's age.*
- B. Architectural style of the building:
- C. Name of architect, builder, or contractor:
- D. Significant architectural changes during life of building: *Include dates if known.*
- E. Building or property uses: *Include dates if known.*
- F. What makes the building interesting?

IV. Ownership History *(please provide as much information as possible)*

- A. Original owner(s): *Please include a copy of any supporting documentation such as copy of deeds, etc.*
- B. Period of ownership:
- C. Commentary on original owner(s). *Please include any interesting biographical information such as occupations, civic involvement, anecdotes, etc.:*
- D. Other noteworthy owners: *Include period of ownership for each if known.*

V. Tenant History

- A. List any noteworthy tenants or residents of the property:
- B. Commentary on other noteworthy tenants: *Please include any interesting biographical information such as occupations, civic involvement, anecdotes, etc.*

VI. Narrative History & Additional Information

- A. Please provide a brief narrative of the chronological and historic development of the property:
- B. Any additional information that supports your application.

VII. Photographs

- A. Please submit at least 2 digital photos of your building's exterior as it looks today.
- B. Should you have any old photos of the property, feel free to submit copies of those as well.

VIII. Building Name

Applicant's suggestion(s) for building name / plaque text:

TO SUBMIT YOUR COMPLETED APPLICATION

Email to:

tom@TerraNovaGlobal.com

catdevine@mindspring.com

sforbis@nc.rr.com

To submit any printed documentation, send to:

Historic Carrboro Plaque Program
c/o Carrboro Planning Department
301 W. Main St.
Carrboro, NC 27510
Attn: James Thomas

For questions or more information, please call any of the HCPP members:

Tom Wiltberger 919-968-6169
Catherine DeVine 919-967-3795
Sheryl Forbis 919-929-9055

Thank you for helping to preserve Carrboro's architecture and heritage!

Special thanks to the following individuals, organizations, and local businesses whose contributions and support helped to make this program possible:

Carrboro Appearance Commission	BellaDomus, Inc.
Carrboro Art Committee	Open Eye Café
Carrboro Board of Aldermen	Jay Bryan, Attorney
Sheryl and Richard Forbis	Tom Wiltberger
Sara Lachenman	Catherine DeVine & Berkeley Grimball
Linda Misiura	Richard Ellington
James Harris	Carrboro Econ. & Comm. Development Office
James Thomas	Carrboro Planning & Zoning Department

HISTORIC CARRBORO PLAQUE PROGRAM (HCPP)

PROGRAM and APPLICATION OUTLINE

Carrboro has a rich collection of historic homes and buildings. We're proud to celebrate our heritage through the Historic Carrboro Plaque Program.

Share the history of your home or building by purchasing a custom-made historic building plaque. This program is sponsored by the Carrboro Historic Preservation Commission and its purpose is to raise public awareness of Carrboro's historic buildings, its unique mill town heritage, and to encourage its preservation. Your home or building need not be an officially designated landmark or within an historic district to participate in the Historic Carrboro Plaque Program.

The program is completely voluntary, and your participation in no way impacts or restricts your property rights or potential modifications to your building. The program is focused primarily on building exteriors, so your property will not be inspected to verify its eligibility. At some point in the future, the program hopes to offer public tours of Carrboro's historic areas and properties. Thank you for your participation!

Eligibility Requirements

To be eligible for a Historic Carrboro Plaque, a building must meet the following criteria:

- be over 75 years old
- be located in the Town of Carrboro
- retain its original character
- be in a good state of preservation
- contribute to the historical or architectural nature of its neighborhood

Exceptions can be made for buildings of extraordinary architectural or historical significance, which is at the discretion of the Plaque Review Committee.

Application

To apply for a plaque, complete the attached application in full. Please make an effort to be as thorough as possible, as this will assist the Plaque Review Committee in reviewing the information on your property. A sample completed application is available upon request.

Instructions for submitting your completed application are provided later in this document.

Research

Research for the application should be done by the property owner and is not a service provided by the program. A list of resources to use when researching the history of your home is attached to help you in this process. Please keep in mind that the information you gather is to help create a permanent record of your building, and will be available to historians and researchers for years to come. The application and all additional information generated by your research will be permanently filed with the Historic Carrboro Plaque Program. At some point in the future, the HCPP plans to have both printed guides and online access to this building history database.

Plaque Text/Building Name

The format for all plaques is the same, with only the name of the structure and year built varying for each plaque. An example of an actual plaque is attached for your review. The Plaque Review Committee will determine the name of your building and establish the text for the plaque, based on the information that you provide on your application. When possible, residential buildings will be named for the original owner or resident. Names of other owners or residents may be used if they occupied the building for a significant period of time, if they made significant architectural changes to the building, or if they are deemed to have been especially important to the history of Carrboro. Commercial buildings (and some residential) may be named for their original use, owner, or other historically relevant facts. The application does request your suggestions for your building name, and you will be given the opportunity to approve the plaque text prior to its being ordered.

Price

Plaques are offered in high quality engraved acrylic for qualifying properties. The plaque fee is \$135, and covers the actual cost of the plaque, shipping, and a small administrative fee for maintaining the HCPP inventory of historic information. Once your application has been approved, you will be notified of your eligibility to purchase a plaque. The plaque fee must be paid in full before the plaque can be ordered from the sign company.

An example of an actual plaque is shown later in this document. This design was created by Carrboro resident and graphic designer, Linda Misiura, the winner of a design competition sponsored by the HCPP. The whirl pattern is taken from the decorative gable vent feature seen on many of the mill houses around town.

RESEARCH RESOURCES FOR COMPLETING YOUR APPLICATION

Research suggestions:

1. *Identify who has owned your property.* One way to do this is to start by reading the current deed on record and working your way backward. Most deeds make reference to the deed that they replaced and also a plat that shows the building on the land.
 - a. Start with online research of your property via the Orange County website. Visit the GIS system on the site for “Prior Owners” and deed recording information going back to 1996.
 - b. Once you identify the deed book and page # of the recent owners, look up the actual deeds on the Register of Deeds website. Use the “Document Inquiry” feature to view the actual deeds and recorded plats online back to 1996.
 - c. Next visit the Orange County Register of Deeds - Land Records Office to trace the ownership history further back from where you left off online. At this office, actual deeds and plats are cataloged in books back to the 1800’s. Photocopying is easy and the staff is very helpful in assisting you.

2. *Learn about the people and the building.* The internet offers only a limited amount of information about historical people and places, but there are many other great resources to assist you.
 - a. Visit UNC’s Wilson Library. You do not need to be student to use this library. Find the North Carolina Collection, where you will find an abundance of local history resources, newspaper archives, insurance maps, photographs, old telephone directories, and more.
 - b. If you can find any living descendents of the original owners, contact them for more information. Their personal stories help to bring the research to life.

Research resources:

- Orange Cty Interactive GIS Mapping System: <http://www.co.orange.nc.us/gis/index.asp>
- Orange Cty Register of Deeds website: <http://www.co.orange.nc.us/deeds/index.asp>
- Orange County Register of Deeds Office: The Land Records Office is located at 228 South Churton Street, Suite 200, in Hillsborough.

- UNC-Chapel Hill Wilson Library – North Carolina Collection. Contacts: Jason Tomberlin, Public Services Librarian or Eileen McGrath, Assistant Curator of the NC Collection
- Book: “Carrboro, N.C. – An Architectural & Historic Inventory.” Brown, McSwain, & Florin. 1983. Available for viewing at Carrboro Town Hall.
- Manuscript: “Making Carrboro Home: User Alteration of Company Space” Lachenman, Sara R. 2005. Available at Carrboro Cybrary at Century Center or online at <http://libres.uncg.edu/edocs/etd/1022/umi-uncg-1022.pdf>
- Sanborn Insurance Maps (available at UNC Wilson Library)
- Gray’s Map from Gray’s Atlas of Cities (available at UNC Wilson Library)
- Town of Carrboro Planning Department, Carrboro Town Hall
- Carrboro telephone directories
- Local newspaper archives (available at UNC Wilson Library)
- Birth, death, and marriage certificates (Register of Deeds Office)
- Wills and estates files (Clerk of Court’s Annex – 112 N. Churton Street in Hillsborough.)
- Tax records
- Census records
- Descendants and neighbors

If you would like or need assistance with your application and research, feel free to contact:

Sara Lachenman at sara@TrinityDesignBuild.com. Sara is a preservation consultant who works for Trinity Design Build and offers her services for a fee. Ph.919-321-6636

UNC Departments and Curricula in: American Studies, City & Regional Planning, & Folklore

Local High School History Classes

HISTORIC CARRBORO PLAQUE PROGRAM
SAMPLE PLAQUE



Made of ½" thick solid acrylic, the Salsbury Industries 1600 custom plaque features the natural beauty of granite and the durability of "solid surface" countertops. The plaque is weather resistant, with gold lettering engraved on a black background. Hardware for surface mounting or lawn stakes for garden/yard installation are included.

