



Certificate of Appropriateness Application Form (COA)

433 Hay Street, Fayetteville, North Carolina 28301
910-433-1612 Fax# 910-433-1776

- Minor Work (Fee: \$35.00)
Major (HRC) Reviewed by HRC (Fee: \$100.00)

Submittal Date:

COA#: (HRC staff will assign COA#)

Notes:

- 1. Depending on the proposed activity, the review and decision on an application may be undertaken by staff for a Minor COA or the Historic Resources Commission (HRC) for a Major COA in accordance with the procedures and standards in the Unified Development Ordinance (UDO) and the Design Guidelines for Fayetteville's Historic Districts and Local Landmarks.
2. A pre-application conference is required prior to submitting this application for a major COA, and it is strongly encouraged in all cases to prepare a complete application and to avoid delays in the review process.
3. Any development within the Historic/Landmark Overlay (HLO) is required to have a certificate of appropriateness approval before any other development application is filed; conditions may be attached to an approval.
4. Public notification requirements may include the on-site posting of the meeting date, time, and location for public review. A site visit may also be required for consideration of your application. Your signature on the accompanying Master Application Form authorizes the placement of such notice and allows members of the Historic Resources Commission and/or City staff to enter the property to view the exterior of any buildings or structure on the site.
5. An approved COA expires after 12 months if work has not commenced or permits have not been obtained.

General Project Information

Project Address:

[Text input field for Project Address]

PIN:

[Text input field for PIN]

Tax Parcel Identification Number

Was a pre-application conference conducted? Yes No

Historic District

Local Landmark

Written Description of Exterior Work

- New Construction Changes to an Existing Structure/Site Demolition Signage Other

A) Describe in your own words all exterior work, buildings, and construction that can be seen from a public right-of-way. Be sure to indicate all exterior materials and colors. You may use additional sheets and attach manufacturer's information sheets where appropriate.

[Large empty text area for written description]

Submittal Requirement Checklist

A. General Information for all COA Applications

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Certificate of Appropriateness Application Form |
| <input type="checkbox"/> | Certificate of Appropriateness Fee (Minor Work = \$35.00 / Major Work = \$100.00) |
| <input type="checkbox"/> | Color photographs of the site showing all public views of site, areas where work will be done, and surrounding properties |
| <input type="checkbox"/> | A materials sample sheet showing color, type, manufacturer, and item number of new materials being proposed |

B. Submittal Requirements for Buildings

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Scaled drawings showing physical survey including property, all site conditions, and adjacent structures (elevation drawings only required for building facades subject to modification) |
| <input type="checkbox"/> | Historic evidence (such as old photos) to justify any restoration of missing elements where applicable |

C. Submittal Requirements for Sites

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Scaled drawings showing physical survey including the property, adjacent structures, and proposed alterations (elevations of fences and other structures as requested) |
|--------------------------|--|

D. Submittal Requirements for Signs

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Site drawing showing sign location |
| <input type="checkbox"/> | Scaled drawing showing sign face, border, mounting mechanism, color, size of sign and lettering, and materials |
| <input type="checkbox"/> | All material necessary for issuance of a zoning compliance permit for signage (if new signage or modifications to signage are proposed) |

E. Submittal Requirements for New Construction and Additions

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Scaled drawing showing physical survey including property, adjacent structures and location of property boundaries, buildings, site lighting, parking, walkways, mechanical/utility equipment, accessory structures, fencing, and plantings |
| <input type="checkbox"/> | Elevations of proposed structure and the historic building including texture, relative grade and elevations related to floor level (including drawings of architectural details) |
| <input type="checkbox"/> | Floor plans of affected exterior walls on the historic building |
| <input type="checkbox"/> | A description of how the new structure maintains compatibility with the existing structure in cases where new construction is proposed |

F. Submittal Requirements for Demolition

- | | |
|--------------------------|--|
| <input type="checkbox"/> | A statement describing the need for demolition (if applicable) and plans for new use of property |
| <input type="checkbox"/> | Documentation of hardship including photographic evidence where applicable |

Applicant Contact Information

Applicant's Name:			
Mailing Address:		Fax No.:	
Phone No.:		Email:	
Applicant's Signature:			

Owner Contact Information (If different from Applicant)

Owner Name:			
Mailing Address:		Fax No.:	
Phone No:			
Email:		Owners Signature:	

Approved

Not approved

Historic Resources Planner

Date: