

**CITY OF GREENSBORO
HISTORIC DISTRICT PROGRAM**

CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

LOCATION

Street Address Where Work Will Be Undertaken

PROPERTY OWNER

Last Name First Name MI

ADDRESS

Number Street

City State Zip

CONTACT INFO

Daytime Phone No. Email

APPLICANT

(If different from owner)

Last Name First Name MI

ADDRESS

Number Street

City State Zip

CONTACT INFO

Daytime Phone No. Email Fax

PROPERTY OWNER'S SIGNATURE
(required)

APPLICANT'S SIGNATURE

Mail or Fax Application To
Planning Department
City of Greensboro
PO Box 3136
Greensboro, NC 27402-3136
Fax: 336-412-6315 Phone: 336-373-2349

FOR OFFICE USE ONLY

Date Received _____

Application # _____

ACTION

- | | |
|--|-------|
| <input type="checkbox"/> Approved | _____ |
| <input type="checkbox"/> Approved with Conditions | _____ |
| <input type="checkbox"/> Denied | _____ |
| <input type="checkbox"/> Withdrawn | _____ |
| <input type="checkbox"/> COA Not Required | _____ |
| <input type="checkbox"/> Staff Approval | _____ |

DATE

Describe the project clearly and in detail. Please print or type.

PROVIDE THE FOLLOWING INFORMATION

Note: Documentation must be provided in a format that is legible and can be copied easily. Ledger size paper (11" x 17") is best for most elevation drawings. For additional information consult the guidelines manual. Applications may be submitted electronically as long as they are signed.

Exterior Repairs

- Photograph of repair site for replacement of deteriorated porch railings, columns, steps, slate or terra cotta tile roof shingles, or other architectural features; describe replacement materials.

Exterior Alterations

- Scaled elevation drawings for alterations such as adding or removing window or door openings.
- Construction details for adding features such as porch columns, railings, steps, etc.
- Photograph of site of proposed alterations.

Additions to Buildings

- Scaled elevation drawings of all sides of the proposed addition.
- Site plan or survey showing the building footprint with the proposed addition. Indicate distances to property lines.
- Photograph of site of proposed addition.

Landscaping and Site Improvements

- Drawing, illustration, photograph, etc. showing design and dimensions of fences, walls, etc.
- Site plan showing location of proposed fences, walls, walks, patios, driveways, parking areas, pools, dumpsters, mechanical equipment, etc.
- Sample or illustration of materials for walks, patios, etc.

New Buildings

- Scaled elevation drawings of all sides of the proposed building.
- Site plan showing building footprint and distances to property lines, site improvements including utilities, lighting, and mechanical equipment, and all existing trees larger than 4" dbh (diameter at breast height).
- Landscape plan showing location, type, and size of new plant materials.
- Materials specifications, color, samples, and illustrations.

Demolition

- Site plan showing location of trees larger than 4" dbh, and site features such as fences, walks, etc.
- Photographs of all sides of the building to be demolished

Moving Buildings

- Site plan showing location of trees larger than 4" dbh and features such as fences, drives, walls, walks, etc.
- Photographs of all sides of the building to be moved.
- Site plan, landscape plan, etc. if new location is within the historic district boundaries.

Special Exceptions

Provide site plan that identifies any Special Exceptions to dimensional or parking requirements being requested as part of the COA application. **Note: The Historic Preservation Commission may recommend Special Exceptions to setback and other zoning requirements or parking standards as part of its review of a COA application. However, only the Board of Adjustment can grant Special Exceptions. Applications for Special Exceptions are filed in the Zoning Enforcement Office and there is a filing fee.**

COA applications and all supporting information must be received no later than 14 days prior to the Historic Preservation Commission meeting. Incomplete applications will not be accepted. The Commission meets on the last Wednesday of each month at 4:00 PM in the Plaza Level Conference Room of the Melvin Municipal Office Building, 300 W. Washington Street. **Applicants are strongly encouraged to attend the meeting.**

Decisions of the Historic Preservation Commission may be appealed by filing notice with the Board of Adjustment within 15 days after the meeting. Appeals are filed in the Planning Department, telephone 336-373-2144. Appeals are in the nature of “certiorari”, which is a review of the record of the meeting to ensure that the commission followed proper procedures in making its decision.

Certificates of Appropriateness remain in force for the duration of a project. However, if a period of one year passes and no progress has been made toward completing the project, the COA is voided and a new application must be submitted and approved before work may resume.

A new COA application must be submitted for any changes to approved plans. Deviating from approved plans constitutes a violation of the historic district regulations and is subject to civil penalties. The current maximum penalty is \$50 for the first day of a violation, \$100 for the second day, \$200 for the third day and \$500 for the fourth and any succeeding day of a continuing violation.

The Certificate of Appropriateness does not relieve the property owner from the responsibility of obtaining any other required permits. Building Permits and other permits may be required even if a Certificate of Appropriateness is not required. For more information contact the Building Inspections Office at 373-2155.

**2019
HISTORIC PRESERVATION COMMISSION
MEETING SCHEDULE**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Application	30	27	27	24	29	26	31	28	25	30		11
Deadline	16	13	13	10	15	12	17	14	11	16		Nov. 27