

Steps for Obtaining a Certificate of Appropriateness (COA) for Exterior Work

Helpful Hints

→A COA is required for work on the exterior of the building and the property.

→Review the Historic District Program Manual and Design Guidelines to understand what type of approach is suggested for work in a historic district.

→Contact staff to attend the Design Review Committee monthly meeting for suggestions for your project.

→ Plan to attend the Historic Preservation Commission meeting to answer questions about your project.

→Attend the Neighborhood Association meeting prior to attending the HPC meeting.

***CITY STAFF CONTACT INFORMATION:**

373-2349

P.O. Box 3136,

Greensboro, NC 27402

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CONTACT CITY STAFF

Check with staff at 336-373-2349 or [e-mail](#)*to determine if your project needs a COA. Staff will help determine if a COA is required and if so at what level it can be reviewed: Staff or Commission.



OBTAIN and FILL OUT an APPLICATION

1) Request an application:

To be mailed or faxed to you: 336.373.2349-or

Downloaded from website:

www.greensboro-nc.gov/hdprogram

2) Refer to the *Historic District Program Manual and Design Guidelines* for what documentation is required for your project.



SUBMIT YOUR COA

Submit application along with the documentation to city staff.

The deadline to submit applications for Historic Preservation Commission review is 2 weeks prior to the scheduled meeting.



APPROVAL

Once a completed application that meets the guidelines is approved, you will receive your COA in the mail, post the green placard in an easily visible location. You may now begin work!