



FEE SCHEDULE

- [] \$20 Standard Application (minor)
 - [] \$25 Standard Application (major)
 - [] \$100 Projects Requiring Design Review*
 - [] \$150 Special Meeting Request**
 - [] \$75 Post project review**
- *includes standard application fee
**in addition to application fee

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

___ MAJOR WORK or ___ MINOR WORK*

To determine if your project is minor works, please see the City Planner (252) 639-7583.

(Please complete ALL blanks as incomplete applications cannot be considered.)

APPLICANT: _____

PROJECT ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: HOME _____ WORK _____

FAX: _____ EMAIL: _____

PROPERTY OWNER: _____

OWNER'S MAILING ADDRESS: _____

THIS PROJECT REQUIRES A PRE-APPLICATION REVIEW: YES _____ NO _____

(Pre-application review is required for all projects exceeding a cost of \$10,000 and/or involving new construction projects with a minimum square footage of 1,000 sq.ft.)

INSTRUCTIONS:

1. In the space provided or on additional sheets, describe the nature and extent of the proposed work. Include a listing of materials and dimensions when applicable. Provide sufficient detail to allow the Historic Preservation Commission (HPC) to make an informed decision regarding appropriateness. *Please note that the design, materials, and details you submit in this application should be as you intend to build exactly, modifications from this design may result in delays of building permits or certificate of occupancy.*
2. For each specific type of activity, attach the following materials: (Check the applicable category).

_____ **EXTERIOR ALTERATION:** Photograph(s) and sketch(es) showing existing conditions and proposed changes for each affected area.

_____ **NEW CONSTRUCTION:** a) Plot plan showing all new construction on proposed site; b) preliminary or final drawings showing proposed design of new construction or new addition (elevation required); c) descriptions, samples, and specifications indicating materials and textures used on exterior construction; and d) statement by owner of how proposed new construction meets the intent of the HPC's design guidelines for projects involving new buildings with more than 1,000 square feet.

_____ **SIGNAGE:** a) Photograph of building or site affected; b) sketch, drawing or photograph of proposed sign design with pertinent dimensions and materials description; c) sketch, plot plan, or description of proposed sign location on building or site; and d) plot plan showing building and lot dimensions (necessary to determine allowable sign area).

_____ **MOVING/DEMOLITION:** a) Photographs of building to be moved or demolished (include photos of all elevations and at least one street scape photo); b) written description of reason for move or demolition; and c) for moving requests, a photograph of proposed site for relocated building and a plot plan showing exact building location with pertinent dimensions.

_____ **LANDSCAPING:** a) Brief narrative description of proposed work with listing of proposed plantings and other landscape features; and b) plot plan showing proposed landscape features and materials.

_____ **OTHER:** Attach explanatory material as applicable.

PROJECT DESCRIPTION (Include one to two sentences here. Attach additional sheets if necessary): _____

The following must be provided by applicant (please initial all blanks to indicate a complete application packet):

_____ This fully complete, original application and all necessary sketches, drawings, photos, etc with dimensions on 8-1/2" X 11" or 11" X 17" paper; and

_____ Eleven (11) *collated* copies of application packet (to make a total of 12 copies)**. Uncollated packets or those missing copies will be returned to the applicant.

**Note: Items classified Minor Works need not provide multiple copies.

APPLICATION SHOULD BE SUBMITTED TO THE PLANNING & INSPECTIONS MAIN OFFICE ON THE 3RD FLOOR OF THE DUNN BUILDING. FOR FURTHER INFORMATION, CONTACT THE ADMINISTRATOR OF THE HISTORIC PRESERVATION COMMISSION AT (252) 639-7580.

I affirm that all the information included in this application is true to the best of my knowledge. I understand that incomplete applications cannot be considered. I allow the proposed project site to be videotaped for review purposes.

Signature of applicant

Date