

***GUILFORD COUNTY***  
***HISTORIC PRESERVATION COMMISSION***

**Public Hearing Process for Certificate of Appropriateness  
Landmark Properties:**

1. **Application Submitted:** An application is received by the Planning & Development Department. The application includes a completed and signed application form, documents answering required questions, and any other supporting information.
  
2. **Public Hearing:** Place the application on the agenda.

Follow the standard notification process for the public hearing.

1) All adjacent owners within 100 feet of the property must be notified by mail at least 10 days before the public hearing date,

2) an ad advertising the meeting must run twice within a two-week period with the first add running at least 10 days prior to the meeting. If a site visit, with a quorum of the Commissioners is schedule, the hearing notice must reference site visit time and location, and

3) the property must be posted.

3. **Site Visit:** From time to time, a site visit for the Commission may be required for a Certificate of Appropriateness. Usually, a non-quorum of the Commission is sufficient. The HPC members and staff meet at the site with the owner or representative for a walk-through. If the walk-through is scheduled the day of the public hearing, plan the event close to the hearing time. After the walk-through, members and staff meet in the Old Guilford County Courthouse Blue Room at 6:00 P.M.
  
5. **Application:** Applications for approval must be based on the Secretary of the Interior's Standards for Rehabilitation.

6. **Effective:** The C.O.A. becomes effective the day it is approved. A letter is prepared to inform applicant and owner that a C.O.A. was approved or denied. The letter is signed and sent by the Ex-Officio Secretary. The letter should detail any conditions the HPC added to the C.O.A. the night of the hearing. A decision may be appealed to the Board of Adjustments within two weeks of the hearing. Distribute the approval and denial letters to the Inspections, Permit, and Planning Departments in which the designated property is located.