

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION

INSTRUCTIONS FOR Guilford County Landmark Properties

Please be aware that **before** any improvements are made to Landmark property, an approved Certificate of Appropriateness (COA) application must be on file.

No COA application fee is required.

❖ **Application:** can be obtained from and returned to:

Mailing Address:

Guilford County Planning Department
Historic Preservation Commission
PO Box 3427
Greensboro, NC 27402

Hand Deliver:

Independence Center Building
400 W. Market Street
Greensboro, NC

Staff: 336-641-3591

FAX: 336-641-6988

www.guilfordcountync.gov

The COA application process is as follows:

- ❖ **Application deadline:** 12 noon, the third Tuesday of the month, if the date is a county holiday, then the application is due by 12 noon the next day.
- ❖ **Meeting date:** The Guilford County Historic Preservation Commission (HPC) meets the third Tuesday of each month usually in the Old Courthouse, Blue Room, 301 W. Market St., Greensboro at 6 pm. Location and time are subject to change; please call the Planning Department for current information.
- ❖ **Staff reviews the COA application.** If the COA is incomplete the applicant is asked to supply the needed information. A newspaper ad is placed in the local paper and property owners within 100 feet of the COA site are notified of the COA request and public hearing date. The property is posted with a *Guilford County Public Hearing* notice sign.
- ❖ **The Public Hearing meeting:** All parties speaking on public hearing items are affirmed. The applicant makes the presentation. The Commission members ask questions. Opposition is given time to speak. The public hearing is closed, there is a discussion among HPC members and a motion is made to accept deny or continue the COA application. The HPC may continue the COA for the following reasons: a request for more information, alternative methods or further research of materials or other reasons specific to the request, but more often the applicant leaves the meeting with an approved COA. Staff issues a COA letter the following day stating the approved work and any changes agreed to by the HPC and the applicant, also instructions for the acquisition of permits if needed. After 6 months there is a follow up site inspection by staff, the COA is valid for 1 year after the date of approval.