



**GUILFORD COUNTY
PLANNING AND DEVELOPMENT**

**Historic Preservation
Commission Certificate of
Appropriateness (COA) Application**

Staff Use Only

Date Received: _____

No Fee Required

Case Number _____

Date Approved/Denied: _____ **Initials:** _____

Provide the required information as indicated below. Pursuant to the Guilford County Development Ordinance, this application will not be processed until the form below is completed and signed and all required maps, plans and documents have been submitted to the satisfaction of the Planning Staff.

Name of Property _____
Property Location _____
Tax Parcel # _____

Please attach the appropriate information about the subject property (See below). Digital copies of all documents in PDF, JPG, or Word format are required.

☐ **Exterior Alterations or Repairs:** Describe in detail all work to be done and reason for work. Include the following items where appropriate: sketches, drawings, photographs, specifications and other descriptions of proposed changes to the building façade, roof, new additions, or site improvements. Drawings will be required for major changes and additions to materials or design for such items as roofs, moldings, porches, railings, fences, doors, windows, and hardware.

☐ **Interior Alterations or Repairs:** Describe in detail all work to be done and reason for work. Include the following items:

A) Sketches, drawings, photographs, specifications or other descriptions of proposed changes. Architectural drawings will be required for major changes and additions to materials or design for such items as moldings, doors, windows, and hardware.

B) Paint chips for color changes.

C) Samples of other proposed materials when the original materials will not be retained.

☐ **New Construction:** (includes any new construction on the designated site). Describe the nature of the proposed project in detail and include the following:

A) Site plan with measured distances. Four (4) scaled drawings are required to be submitted with the application for use by staff and the Commissioners. A reduced drawing may be submitted on 8 ½"x 11" paper for inclusion in the application packet.



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- B) Elevation drawings of each affected façade and specifications which clearly identify the appearance of the project. Four (4) scaled elevation drawings are required to be submitted with the application for use by staff and the Commissioners. A reduced drawing may be submitted on 8 ½"x 11" paper for inclusion in the application packet.
 - C) Photographs of the proposed site including any available historic photos, landscapes and aerials
 - D) Detailed materials list, colors and/or samples.
 - E) Zoning Confirmation: Provide written and signed confirmation from the jurisdiction's enforcement officer that proposed new construction and site plan complies with applicable zoning district regulations including, but not limited to setbacks, height restrictions, landscaping, fencing, exterior lighting, parking and access, the existence and status of any nonconforming uses or situations, signage, overlay district requirements such as scenic corridors historic districts, and watershed districts.
- ☐ **Relocation of Structure(s)**: Give reasons for the relocation. Include photographs and aerial(s) of the proposed site, and describe any alterations, etc. that might occur to foundation walls, etc.
- A) Site Plan with measured distances. Four (4) scaled drawings are required to be submitted with the application for use by staff and the Commissioners. A reduced drawing may be submitted on 8 ½"x 11" paper for inclusion in the application packet.
 - B) Photographs of the proposed site including any available historic photos, landscapes and aerials.
 - C) Details regarding revisions to structure and/or new materials required as a result of the proposed relocation of the structure(s) including colors and samples.
 - D) Zoning Confirmation: Provide written and signed confirmation from the jurisdiction's enforcement officer that proposed relocated structure and site plan complies with applicable zoning district regulations including, but not limited to setbacks, height restrictions, landscaping, fencing, exterior lighting, parking and access, the existence and status of any nonconforming uses or situations, signage, overlay district requirements such as scenic corridors, historic districts, and watershed districts.



- ☐ **Demolition of Existing Structure(s):** (includes any new construction on the designated site). Describe the structure(s) and give the reason(s) for the demolition request. Include scaled plot plan, photographs and measurements of the structure(s). Include any new construction on the designated site. Describe the nature of the proposed project in detail and include the following: plot plan with measured distances; elevation drawings of each affected façade; and specifications which clearly identify the appearance of the project, photographs of the proposed site, detailed materials list and colors and/or samples.

ALL Materials submitted with the application become the property of the Guilford County Historic Preservation Commission and will not be returned.



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For COA's requiring a public hearing, the application must be received by 12:00 P.M. on the 3rd Tuesday of the month, one month prior to the public hearing dates. See Guilford County Meeting Schedule for dates.

I, the undersigned, do hereby respectfully make an application for a Certificate of Appropriateness:

Applicant	Owner
_____ Name	_____ Name
_____ Mailing Address	_____ Mailing Address
_____ City, State and Zip Code	_____ City, State and Zip Code
_____ Phone Number	_____ Email
_____ Signature	_____ Signature

Applicant	Owner
_____ Name	_____ Name
_____ Mailing Address	_____ Mailing Address
_____ City, State and Zip Code	_____ City, State and Zip Code
_____ Phone Number	_____ Email
_____ Signature	_____ Signature

I hereby agree to conform to all applicable laws of Guilford County and the State of North Carolina and certify that the information provided is complete and accurate to the best of my knowledge. I acknowledge that by filing this application, representatives from Guilford County Planning and Development may enter the subject property for the purpose of investigation and analysis of this request.

STAFF USE ONLY:

MINOR/EXEMPT COA

☐ Approved by Staff
Commission
Conditions of Approval:

☐ Referred to Historic Preservation

MAJOR COA

☐ Approved by Historic Preservation Commission
Commission
Conditions of Approval:

☐ Denied by Historic Preservation



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Return completed applications by e-mail to:

Contact_Planning@guilfordcountync.gov

400 W Market Street – Post Office Box 3427
Greensboro, North Carolina 27402
(336) 641-3334