

Parcel ID Number

Address of Project



ALAMANCE COUNTY HISTORIC PROPERTIES COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

I (we) the undersigned do hereby and respectfully make application for a Certificate of Appropriateness for the following plans and proposals.

Applicant's Name _____

Applicant's Address _____

Applicant's Telephone Number _____

Applicant's Email Address _____

Property Owner (if different than applicant) _____

Property Owner's Address _____

Property Owner's Telephone Number _____

Property Owner's Email Address _____

TYPE OF WORK (Check)

Exterior Alteration

New Construction

Demolition of Structures

Other _____

SUBMITTAL REQUIREMENTS: The following documents and plans are required to accompany your COA application in order for it to be deemed complete. The Historic Properties Commission will not accept incomplete applications. Attach as many loose sheets as necessary. Do not use staples, glossy paper or binders. Planning staff will determine when all submittal requirements have been met.

All applications must include the following documents and plans (Provide 3 folded copies and a digital file if larger than 11x17):

Narrative describing clearly and in detail the proposed work

Existing and proposed plans, with dimensions, of changes to the building (these can be hand-drawn sketches if not changing the building footprint or new construction).

Site plan, including the location of all walls, fences, outbuildings, driveways, parking areas, large trees, or other landscape features of note where major site improvements are proposed, if changing building footprint, or new construction.

Scaled architectural plans (if changing building footprint or new construction)

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- Elevations of each façade that clearly show the exterior appearance of new construction.
- List of existing *and* proposed exterior materials (Siding, trim and fascia, roof and foundation materials, windows, shutters, awnings, doors, porch and deck flooring, handrails, columns, patios, walkways, driveways, fences and walls, and signs, etc.). Samples of proposed materials are encouraged when original materials are not to be retained.
- Landscaping plans (if appropriate)
- Optional: Photographs, material samples, any other documents, plans, or drawings that will help to clarify the proposal

More information on the Historic Properties Commission and Certificate of Appropriateness application process can be found on the Alamance County Planning Department website:

<http://www.alamance-nc.com/planning/>

Applicant and Owner Acknowledgement

I acknowledge that I am aware that Historic Properties Commission Design Guidelines are the criteria by which my proposal will be evaluated for compatibility, and that the guidelines are available on the Alamance County Planning Department website and in the Planning Department. I understand my presence is expected at the HPC meeting where this application will be reviewed.

Applicant's Signature

Date

Property Owner's Signature

Date

Return to: Alamance County Planning Department
215 N. Graham Hopedale Rd.
Burlington, NC 27217
336-570-4053

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DEPARTMENT STAFF USE ONLY:

Staff Report:

Applicant Name: _____

Property Owner Name: _____

Information from Historic Inventory:

Original date of construction: _____

Description of property:

Applicable Design Guidelines:

Other reviews needed?:

Alamance County Building Permit Mebane Building Permit Ossipee Building Permit N/A

Certificate of Appropriateness Decision:

Application for a Certificate of Appropriateness has been:

Approved Denied

Conditions (if applicable):

HPC Chair Signature Date

HPC Staff Signature Date