



Historic Preservation Commission

Certificate of Appropriateness

Permit Application Form

Spencer Town Hall • 460 South Salisbury Ave, Spencer NC 28159

Office: (704)-633-2231 ext. 20 • kharris@spencernc.gov

Property owners within Spencer's Historic District must receive an approved permit from the Town prior to making any changes to the exterior appearance of the property. The Historic Preservation Commission (HPC) reviews all proposed projects for the construction, reconstruction, alteration, restoration, moving, or demolition of buildings or other significant features within the historic district. The HPC is empowered to deny permits for projects that would damage or diminish the special character of the district.

All projects in the historic district are governed by the Spencer Historic District Standards. The permit review process allows Town staff to ensure that your proposed project meets all applicable standards. For help and guidance regarding Spencer's historic review process, visit www.spencernc.gov/preservation.

OFFICE USE ONLY

Filing Date:	☐ Major Work \$50	☐ Minor Work \$25
Permit #	☐ After-the Fact COA	☐ \$250.00 Fine

The permit application fee schedule is listed at the end of this form.

GENERAL INFORMATION

Property Address:	Rowan County Parcel ID:
Property Owner Name:	Property Owner Phone:
Property Owner Email:	
Property Owner Mailing Address (City, State, Zip):	

APPLICANT INFORMATION (if different from owner)

Applicant Name:	Applicant Phone:
Applicant Email:	
Property Owner Mailing Address (City, State, Zip):	

PROJECT INFORMATION

Project Type

☐ Exterior Modification (walls, trim, foundation, windows, doors, entrances, porches, roofs, repainting, etc.)	☐ New Construction of Primary Buildings (single-family or multi-family residential and non-residential)
☐ Site Design (walkways, driveways, off-street parking, fences, walls, lighting, etc.)	☐ New Construction of Accessory Buildings (garages, sheds, accessory dwelling units, etc.)
☐ Tree Removal and/or Major Pruning	☐ Addition (residential and non-residential)
☐ New Signage	☐ Demolition or Relocation

Project Description

Please provide a clear and detailed description of the full scope of the Project for which you are seeking a permit. Omissions of important details may result in delays in reviewing your Project. Attach extra pages as needed.

OTHER PROJECT CONTACTS			
Project Contact 1 Name:		Project Contact 1 Phone:	
Project Contact 1 Email:			
Project Contact 2 Name:		Project Contact 2 Phone:	
Project Contact 2 Email:			
APPLICATION CHECKLIST			
Major Work applications must be filed no fewer than fifteen (15) days prior to the next month's regularly scheduled HPC meeting. The HPC meets the 3rd Monday of each month (except July and December) at 7:00 PM at Spencer Town Hall, 460 South Salisbury Avenue. (Minor Work applications, which do not require HPC review, can be accepted and reviewed by staff at any time and are typically approved within 1-2 business days.)			
Application Requirements	Completed by Applicant	Completed by Planning & Development Staff	
	YES	YES	NO
1. <u>Detailed Project Description</u> . Attach a clear, detailed description of the full scope of the project for which you are seeking a permit. Typed descriptions are strongly preferred. If handwritten, please write legibly. Incomplete or vague project descriptions will not be accepted.	☐	☐	☐
2. <u>Drawings, Samples, Site Plans, Specifications, Etc.</u> Submit plans, elevations, photographs, or other illustrative information necessary to explain the application. Such information may include detailed plans showing existing and proposed conditions, material samples or product information, descriptions of building materials, landscaping/site plans, photographs, etc. All plans must be clearly legible.	☐	☐	☐
3. <u>Digital Photographs</u> . High-quality, color, digital photographs showing existing conditions are required for most applications.	☐	☐	☐
SIGNATURE			
By signing below, you certify that all information provided on this application is accurate and that all work will be performed to meet the laws of the state of North Carolina, the standards of the Spencer Development Ordinance, the Spencer Historic District Standards (www.spencernc.gov/preservation), and all other applicable regulations.			
☐ I understand that all applications that require review by the HPC must be submitted no fewer than fifteen (15) days prior to the next month's regularly scheduled meeting. The HPC meets the 3rd Monday of each month (except July and December) at 7:00 PM at Spencer Town Hall, 460 South Salisbury Avenue. ☐ The required documentation is attached to fully explain the scope of my project. ☐ I am familiar with the Historic District Standards pertaining to my project (www.spencernc.gov/preservation). ☐ I am aware that HPC members and/or Town staff may enter upon private property at reasonable times to inspect the work or the site solely in performance of their duties. ☐ I am aware that if I complete any major work without a permit, I may be subject to fines and penalties for the violation. Additionally, the Town may enforce the requirements of the Town Code, including levying civil penalties and seeking a court order from Rowan County requiring me to correct the violation.			
Signature of Applicant:		Date:	<i>Town Seal indicates approval.</i>
Approved By:		Date:	
PERMIT FEES (Per Town of Spencer Budget Ordinance)			
Routine Work \$0	Minor Work \$25	Major Work \$50	After-the-Fact Application Fee \$250

