



CERTIFICATE OF APPROPRIATENESS

DEVELOPMENT SERVICES HISTORIC PRESERVATION PLANNING

OFFICE USE ONLY				
(026: 010-3437-0041)				
Minor Work Fee: \$0.00	Major Work Fee: \$50.00	After-The-Fact Fee: \$100.00	Date Paid:	Ref No.:

PROPERTY INFORMATION:	
Owner's Name:	Date of Application:
Historic Property/Name (if applicable):	
Property Address:	
_____ By _____ Feet	Address Number of Years at Location:

DESCRIPTION OF WORK TO BE PERFORMED
Brief Description of Work to be Performed.
I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission (HPC) must be submitted by 5:00 p.m. On the 15th of the month prior to the meeting I wish to attend, otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand I must begin the approved work within one year of the issuance. Should the work cease for more than six (6) months after one (1) year of the said approval, this Certificate of Appropriateness will become invalid.

APPLICANT INFORMATION:	
Name of Applicant:	Date of Application:
Applicant Email Address:	Applicant Phone No.:
Applicant Address:	
Address	City State Zip Code
Signature of Applicant:	

FOR OFFICE USE ONLY	
Date Received:	Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.
<u>ACTION</u>	
Approved _____	
Approved with Conditions _____	
Denied _____	
Withdrawn _____	
Staff Approval _____	
Minor Work Auth. Signature: _____ Date _____	
Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the applicant is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf by completing the authorization section on the next page.	



CERTIFICATE OF APPROPRIATENESS

DEVELOPMENT SERVICES HISTORIC PRESERVATION PLANNING

OWNER AUTHORIZATION FOR NON-OWNER APPLICATION

NOTE:

IF THE PERSON WHO IS REQUESTING THE HISTORIC PRESERVATION COMMISSION TO TAKE ACTION ON A PARTICULAR PIECE OF PROPERTY IS NOT THE OWNER OF THE PROPERTY OR DOES NOT HAVE A BINDING OPTION TO PURCHASE THE PROPERTY, THEN THE ACTUAL OWNER OF THE LAND MUST COMPLETE THIS FORM.

IF THE PERSON WHO IS REQUESTING THE HISTORIC PRESERVATION COMMISSION TO TAKE ACTION ON A PARTICULAR PIECE OF PROPERTY IS THE OWNER OF THE PROPERTY OR HAS A BINDING OPTION TO PURCHASE THE PROPERTY, PLEASE DISREGARD THIS FORM.

Dear Sir or Madam,
I am the owner of the property located at:

Address

City

State

Zip Code

I hereby authorize: _____ to appear with my consent before the City of Washington
(Authorized Agent)

Historic Preservation Commission in order to ask for a Certificate of Appropriateness to: (Describe Use and Location Below)

at this location. I understand that the Certificate of Appropriateness, if granted, is permanent and runs with the land. I authorize you to advertise and present this matter in my name as the owner of the property. If there are any questions, you may contact me at my address:

Contact Address

City

State

Zip Code

or by telephone at:

Alt Phone:

Respectfully yours,

Owner

Sworn to and ascribed before me, this the _____ day of _____, 20 _____

Notary Public

My commission expires: _____

PROJECT CATEGORIES (CHECK ALL THAT APPLY):

- ☐ Exterior Alteration ☐ Addition
☐ New Construction ☐ Demolition

This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Department at 252-975-9304.

SUPPORTING INFORMATION:

Attached 8-1/2" X 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to ensure that your application is complete. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** (Leave the checkbox blank if the item is not applicable.)

- ☐ **SITE PLAN / PLOT PLAN** (if applicable). A plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc. must be provided if your project includes any addition, demolition, fences, walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey that you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work. **(Required for new construction, additions, exterior equipment, and fences)**
- ☐ **DESCRIPTION OF MATERIALS** (Required, provide samples if appropriate).
- ☐ **Photographs** of existing conditions. **(Required)**
- ☐ **DRAWINGS** showing proposed work. Include one set of full-size drawings when available. **(Always required for new construction and additions)**
- ☐ **PLAN** drawings.
- ☐ **ELEVATION** drawings showing the new façade(s).
- ☐ **DIMENSIONS** shown on drawings.
- ☐ **8-1/2" X 11" REDUCTIONS** of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" X 11" snapshots of individual drawings on the big sheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses.
- ☐ **STATE AND FEDERAL TAX CREDITS/FUNDS OR CAMA PERMITS.** If you are applying for any of these programs, you must include a copy of your letter or permit from the State.
- ☐ **BLACK INK.** Your application must be prepared in black ink on 8-1/2" X 11" sheets so that it can be copied for commission members. Applications prepared in blue, red, or other colored inks and/or pencil copy poorly and will not be accepted.

HISTORIC DISTRICT DESIGN STANDARDS:

Based on a review of the Historic District Design Standards, the proposed work aligns with and is supported by the following referenced sections:

Section	Title	Justification