



APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS
HISTORIC PRESERVATION COMMISSION, THOMASVILLE, NC 27360



HISTORIC DISTRICT _____

LOCATION _____

Street Address Where Work Will Be Undertaken

PROPERTY

Tax Map(s)

Tax Block(s)

Tax Lot(s)

IDENTIFICATION

APPLICANT

Last Name

First Name

MI

ADDRESS

Number

Street

City

State

Zip

TELEPHONE NO.

Work

Home

Mobile

FAX NO.

E-MAIL

PROPERTY OWNER

Last Name

First Name

MI

ADDRESS

Number

Street

City

State

Zip

TELEPHONE NO.

Work

Home

Mobile

☐ If there are additional property owners, check here and attach their names, addresses and phone numbers.

OWNER'S SIGNATURE

DATE

APPLICANT'S SIGNATURE

DATE

Submit COA Application & Documentation to:

PLANNING & INSPECTIONS DEPT

CITY OF THOMASVILLE, NC

Physical Location: CITY HALL, 10 SALEM ST, 2ND FLOOR

Mail To: PO BOX 368, THOMASVILLE, NC 27361-0368

FAX: (336) 475-4258

QUESTIONS: (336) 475-4255

PROPERTY SITE INFORMATION

Total acreage / square footage of property:

Name of Street: _____

Total Frontage: _____ Depth: _____

Structures on property? (If yes, give use and year built for each structure)

Existing Use: _____

Names and addresses of property owners within 100 feet on all sides of property for which the request is made. If additional space is needed, attach names and addresses on a separate sheet.

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| _____ | _____ |
| _____ | _____ |
| 3. _____ | 4. _____ |
| _____ | _____ |
| _____ | _____ |

The application for a Certificate of Appropriateness (COA) and all supporting information must be received no later than 15 days prior to the Historic Preservation Commission meeting. Incomplete applications will not be reviewed by the Commission. The Commission meets on the last Tuesday of each month at 6:30 p.m. in the Community Center located at 7003 Ball Park Road. COA applications are reviewed by the Commission in public hearing according to due process. **Applicants and/or their designated representatives are encouraged to attend the public hearing.** The Historic Preservation Commission's action in granting or denying a COA may be appealed by filing notice with the Board of Adjustment within 30 days of the Commission's decision. Appeals are filed in the Department of Planning and Inspections offices.

Upon request, the Commission's Design Review Committee consults informally with the property owner during project planning to advise on the Design Guidelines, the basis of all COA decisions. Such unofficial discussion of the proposed work is not binding upon the Commission in its review of the resulting application.

Certificates of Appropriateness remain in force for the duration of a project. However, if a period of one year passes and no progress has been made toward completing the project, the COA is voided and a new application must be submitted and approved before work may resume.

A new COA application must be submitted for any changes to approved plans. Deviating from approved plans constitutes a violation of the historic district or landmark regulations and is subject to civil penalties.

The Certificate of Appropriateness does not relieve the property owner from the responsibility of obtaining any other required permits. Building permits and other permits may be required even if a Certificate of Appropriateness is not required. For more information contact the Zoning Enforcement officer at (336) 475-4255

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STEPS FOR COMPLETING APPLICATION

1. Describe the project completely and clearly stating the nature and extent of the proposed work. Attach additional sheets if necessary. Provide sufficient detail to allow the Zoning Enforcement Officer or Historic Preservation Commission to make an informed decision regarding appropriateness.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2. Provide the following documentation:

Painting

- Color chips or brochure
- Color names or numbers to be used on each of the following as appropriate: body of house, corner boards, soffit, fascia, cornice molding, exposed rafters, roof brackets, window and door casings, window sash, porch columns, porch railing, porch flooring, porch ceiling, entrance doors, and other

Exterior Repairs

- Photograph of repair site for replacement of deteriorated porch railings, columns, steps, or other architectural features
- Description of replacement materials when original materials will not be retained.

Re-roofing

- Photographs of slate, terra cotta tile or other distinctive roofing shingles, or other significant roof features that might be disturbed during the work.
- Manufacturer's brochure or sample of replacement shingle or other roofing material
- Description of type and location of roof ventilators and method of flashing

Exterior Alterations

- Scaled elevation drawings for alterations such as adding or removing window or door openings.
- Construction details for adding features such as porch columns and railings.
- Photograph of site of proposed alterations.

Additions to Buildings

- Scaled elevation drawings of all sides of the proposed addition.
- Site plan or survey showing existing conditions and the building footprint with the proposed addition indicating distances to property lines
- Photograph of site of proposed alterations.
- Material specifications, color, samples and illustrations

Landscaping and Site Improvements

- Site plan showing location of existing and proposed plantings, fences, walls, walks, patios, driveways, parking areas, pools, dumpsters, mechanical equipment, etc.
- Drawing, illustration, photograph, etc. showing design and dimensions of fences, walls, etc.
- Sample or illustration of materials for walks, patios, etc.

New Buildings

- Scaled elevation drawings of all sides of the proposed building
- Site plan showing existing conditions including all trees over 6" in diameter, building footprint and distances to property lines, site improvements including parking areas, drives, walkways, fences, walls, out buildings, utilities, lighting, and mechanical equipment, etc.
- Landscape plan showing location, type, and size of new plant materials
- Material specifications, color, samples and illustrations

Demolition

- Reason for demolition and proposed reuse of site
- Site plan showing location of trees larger than 6" in diameter and site features such as fences, walls, walks, etc.
- Photographs of all sides of the building to be demolished and streetscape photograph

Moving Buildings

- Reason for relocation
- Site plan showing location of trees larger than 6" in diameter and site features such as fences, walls, driveways, walks, etc.
- Photographs of all sides of the building to be moved
- Description of any proposed exterior alterations and site plan, landscape plan, etc. if new location is within a historic district boundary

Signage

- Photograph of building or site affected
- Sketch, drawing or photograph of proposed sign design with pertinent dimensions and materials description
- Sketch, plot plan or description of proposed sign location on building or site