



CITY OF GREENSBORO HISTORIC DISTRICT PROGRAM

CERTIFICATE OF APPROPRIATENESS APPLICATION

COLLEGE HILL • DUNLEATH • FISHER PARK

1. GENERAL INFORMATION

PROPERTY INFORMATION

ADDRESS _____

HISTORIC DISTRICT ☐ College Hill ☐ Dunleath ☐ Fisher Park

GUILFORD COUNTY LANDMARK ☐ Yes ☐ No

PROJECT DESCRIPTION

Describe the project clearly and in detail. If more space is needed, attach additional pages.

FOR OFFICE USE ONLY	ACTION	DATE
Date Received _____	☐ Approved	_____
Application # _____	☐ Approved with Conditions	_____
	☐ Denied	_____
	☐ Withdrawn	_____
	☐ COA Not Required	_____
	☐ Staff Approved	_____



2. SUPPLEMENTAL MATERIALS

ATTACHMENTS

Please check off the items you have included. All applications should include the following items:

- ☐ Completed project description (page one of this form)
- ☐ Photographs of existing conditions
- ☐ Materials list

Based on the type of project, applications may need to include supplemental materials. Please see the Application Requirements Table in the *Certificate of Appropriateness* section in the Greensboro Historic District Design Standards for further guidance.

- ☐ Dimensioned site plan with specimen trees marked
- ☐ Scaled elevation drawings with dimensions
- ☐ Design drawings with dimensions
- ☐ Product brochure and/or specifications
- ☐ Documentation of authorized signer

If you have **not** included items requested on the Application Requirements Table for your project, please explain why below.

SPECIAL EXCEPTIONS OR VARIANCES

The Historic Preservation Commission may recommend that the Board of Adjustment provide relief from setbacks, parking standards, and other zoning requirements as part of its review of a COA application. The COA application and site plan should clearly identify any such requests. Please note that there is a filing fee for applications to the Board of Adjustment.



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3. CONTACT INFORMATION

PROPERTY OWNER

☐ Individual/Joint ☐ Corporation (Please include verification that you are an authorized signer.)

Name _____ Authorized Signer _____

MAILING ADDRESS

Street Address _____

City _____ State _____ Zip _____

PHONE & EMAIL

Phone Number _____ Email _____

May we text this number? ☐ Yes ☐ No

APPLICANT (If NOT the owner)

Name _____

MAILING ADDRESS

Street Address _____

City _____ State _____ Zip _____

PHONE & EMAIL

Phone Number _____ Email _____

May we text this number? ☐ Yes ☐ No

Submit Digitally

Applications are received and reviewed more quickly when submitted by email as PDFs to **HDPprogram@greensboro-nc.gov**

Submit Hard Copy

Applications may be mailed to
Planning Department City of Greensboro
P.O. Box 3136
Greensboro, NC 27402



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4. SIGNATURE PAGE

COA applications and all supplemental materials must be received no later than 21 days prior to the Historic Preservation Commission meeting. The Commission meets on the last Wednesday of each month at 4:00 p.m. in the Plaza Level Conference Room of the Melvin Municipal Office Building, 300 West Washington Street. **Owners are strongly encouraged to attend the meeting to offer testimony in support of their application. Representatives of corporate owners and nonowner applicants who are not attorneys may only offer factual testimony during the hearing.**

Appeals of decisions rendered by the Historic Preservation Commission may be heard in the Superior Court for Guilford County in accordance with N.C.G.S. 160D-947 and 160D-1402. Appeals are in the nature of certiorari. The Superior Court may examine legal issues and review the record from the Commission meeting to see if it supports the Commission's findings and conclusions.

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

A new COA application must be submitted for any changes to approved plans. Deviating from approved plans constitutes a zoning violation and is subject to civil penalties. The Certificate of Appropriateness does not relieve the property owner from the responsibility of obtaining any other permits that may be required even if a Certificate of Appropriateness is not needed. For more information contact Development Services at 336-373-2155.

I/we understand that all required information must be submitted for this application to be considered complete, assigned a case number, and either (a) processed by staff as a minor work project, or (b) placed on the agenda of the Greensboro Historic Preservation Commission. By applying for a COA and signing below, I/we give permission to staff of the City of Greensboro to enter upon the property to (1) post signage at the property regarding a pending COA application and (2) inspect the property for any reason related to this application and/or an issued COA.

Owner Signature

Date

(If signing for a corporation, please include verification that you are an authorized signer.)

Applicant Signature

Date