



Historic Preservation Commission

Certificate of Appropriateness

Revised: September 2017



Historic Preservation Commission
Department of Planning and Community Revitalization
112 Goldsboro Street E, Wilson, NC 27893
Preservation Planner : 252.399.2225

Certificate of Appropriateness : Application Process

The following procedures should be followed whenever a property owner proposes exterior work to a property located in Wilson's local historic districts. Application forms, maps, and other information are available at www.wilsonnc.org/planning-and-community-revitalization/historic-preservation or from the Department of Planning and Community Revitalization located at City Hall.

1. **CONFIRM** that the property is located within in the local historic districts and that the proposed work will require review.
2. **CONSULT** with the Preservation Planner before filing an application. This will help ensure that a HPC Application is as complete as possible. It is recommended that applicants make an appointment by calling 252.399.2225 at least two [2] weeks prior to submitting an application.
3. **COMPLETE** and file your HPC Application. The deadline for submission is two [2] weeks prior to the next month's meeting; however, applications should be submitted to the Preservation Planner as much in advance of the deadline as possible. A detailed meeting and deadline schedule can be found at online at. Applications may be prepared by property owners or their legally authorized representatives; however, the property owner is always the applicant and must sign the application. Incomplete or illegible applications will be returned to the applicant within seven [7] days of receipt by the Preservation Planner. Applications that do not include the required supporting documentation will be returned to the applicant as incomplete. Applications can be submitted in-person or digitally through email or DropBox to dcorson@wilsonnc.org.
4. **COME TO THE MEETING** HPC meetings are held on the first Wednesday of each month at 5:30pm in the Council Chamber, City Hall, 112 Goldsboro E. Regularly scheduled HPC meetings are publicly posted and legally advertised no less than seven [7] days before the meeting date. Applicants will receive a letter confirming the time and date of the meeting. Applicants, or their authorized representatives, are required to attend the HPC meeting to represent their application.
5. **CERTIFICATE OF APPROPRIATENESS** If an HPC application in approved: a Certificate of Appropriateness [COA] is issued to the property owner in the form of a letter with an included window plaque to be displayed during work. Applicants who receive HPC approval must follow approved plans or face possible legal action by the City. Failure to follow approved plans may delay or prevent the issuance of other permits or certificates of occupancy, or may result in zoning code violations. If an HPC application is denied: the HPC decision may be appealed. Appeals of HPC decisions are made to the Board of Adjustment, which reviews only whether the HPC made a procedural error or had sufficient evidence to make its decision. Without substantial changes, a denied application may not be resubmitted to the HPC for one [1] year from the date of the original HPC denial/decision.

COA's are only valid for the work that was specifically approved by the HPC and are valid for six [6] months. Any changes to a project, including alterations required by other reviews such as zoning, or unanticipated circumstances during construction, must be brought back to the Preservation Planner for further review prior to commencing or continuing any work. In some instances, COA's may be extended upon written request prior to the expiration of a valid certificate. It is the applicant's sole responsibility to obtain all necessary building permits and zoning variances for any project.



Historic Preservation Commission
 Department of Planning and Community Revitalization
 112 Goldsboro Street E, Wilson, NC 27893
 Preservation Planner : 252.399.2225

Received by the Preservation Planner

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Please complete this application in **BLACK** or **BLUE** ink only. PDF Autofill accepted.
Illegible/incomplete applications will be returned to the applicant
Meeting dates and filing deadlines are online at www.wilsonnc.org

GENERAL INFORMATION

PROPERTY ADDRESS:	
PIN #	HISTORIC ID# [TO BE COMPLETED BY STAFF]
APPLICANT [Legal Owner of Record]:	
TELEPHONE:	EMAIL:
MAILING ADDRESS:	

- Y N Is this application filed in response to a violation notice?
- Y N Is this application a modification to plans previously approved by the HPC? Date: _____
- Y N Does this project require other approvals? Zoning _____ Other _____
- Y N Does access to the subject property require special arrangements?

SUMMARY OF PROPOSED WORK

Describe all proposed exterior alterations to the property here.

Do not leave this section blank.

Check off all applicable categories below.

- Y N Repair/replacement of exterior architectural features?
- Y N Minor Alteration[s] – Any alteration[s] that replace existing building features or any new construction of *less* than 25% of the structure’s square footage.
- Y N Major Alteration[s] – Any addition[s] of *more* than 25% of an existing structure’s square footage or any new freestanding structure[s]?

- Y N New Construction?
- Y N Demolition?
- Y N Roof[s] or skylight[s]?
- Y N Window[s] or door[s]?
- Y N Porches or Entries?
- Y N Chimney[s]?
- Y N Foundation?
- Y N Mechanical or electrical equipment?
- Y N Shutters or awnings?
- Y N Sign[s]?
- Y N Pools and/or site structures?
- Y N Landscaping?
- Y N Color?

Other? Describe _____

PLEASE READ CAREFULLY TO CONFIRM THAT ALL REQUIRED MATERIALS ARE INCLUDED IN COMPLETED APPLICATION PACKET.

All HPC application materials must be submitted on 8.5x11 or 11x17 paper, single-sided, to facilitate electronic scanning, posting, and archiving.

Y N COMPLETED APPLICATION FORM

Y N PHOTOGRAPHS

Color photographs [4x6 or larger] clearly depicting current existing conditions at the property are required for all applications. Include a minimum of one [1] street view of the property showing any portions of the building[s] that are visible and a minimum of one [1] photograph of each elevation that will be affected by the proposed work. **Photographs must be printed on 8.5x11 or 11x17 paper or submitted digitally.** Date and legal address of subject property should be indicated on all photographs. Including historic views of the subject property is encouraged.

Y N DRAWINGS

If drawings are required; one [1] original drawn scale set should be submitted along with a copy of the original, reduced to fit on 8.5x11 or 11x17 paper. Drawings must include date, scale, cardinal points [N,S,E and W] and proposed materials. If the application proposes modifications to plans previously approved by the HPC, an 11x17 copy of the previously-approved drawings must be included with the new drawings depicting proposed modifications. *Please note that applications for any major construction require drawings that meet professional standards.*

Elevation drawings are required for most projects and should show existing conditions and proposed alterations at all elevations that will be affected by proposed work. [1/4" = 1' scale or larger for most residential scale projects]

Elevation detail and cross section drawings are required for proposed projects [including new construction and major alteration] that involve new or altered windows, doors, dormers, porches, trim elements and other new or altered architectural features. [3/4" = 1' scale or larger]

Full scale details are required for certain proposed new architectural elements [moldings and other trim elements, for example]

Site plan is required for any alteration to existing building footprints, including proposed free-standing construction or additions to existing buildings as well as for the addition of at-grade mechanical equipment. [1" = 20' scale or larger]

Perspective drawings [or some other form of perspective depiction, such as photomontage] may be required for proposed new free-standing construction or substantial alteration of existing building or sites.

Y N MATERIALS/PRODUCT LITERATURE

Product literature and/or manufacturer specification sheets for stock items should also be submitted. Material samples are requested on a case-by-case basis, but are generally required for any proposed new construction or substantial alteration of existing buildings.

SIGNATURE

I certify that [i] I am the Legal Owner of Record or legally authorized to sign on behalf of the property's Legal Owner of Record and [ii] all of the information provided in and with this application is true and accurate to the best of my knowledge.

Applicant Signature: _____ **Date:** _____

Applicant Printed Name: _____