Raleigh Department of City Planning One Exchange Plaza 3rd floor Raleigh, NC 27602 919-516-2626

File #	
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Rec'd Date:	
Rec'd By:	 -

http://www.raleighnc.gov/planning

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS RALEIGH HISTORIC DISTRICTS COMMISSION

Processing Fee

(Fees valid until June 30, 2011 - Checks payable to the City of Raleigh.)

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•	Minor Work (staff review)	\$ 27.00
•	Major Work (COA Committee review)	\$133.00
•	Additions Greater than 25% of Building Square Footage	\$266.00
•	New Buildings	\$257.00
•	Demo of Contributing Historic Resource	\$532.00
•	Post Approval Re-review of Conditions of Approval	\$ 80.00

Please use **BLACK INK**. Do not use blue, red, or other colors, or pencil. They do not photocopy. For applications that require review by the COA Committee **submit 15 complete copies**.

Street Address of Property:	
listoric District:	
listoric Property/Landmark name (if applicable):	
Owner's Name:	
ot size: feet by feet. (width) (depth)	

For applications that require review by the COA Committee List all properties within 100 feet: both sides, in front (across the street), and behind the property.

Property Address		Property	Address	
I understand that all applications that require review by the commission's Certificate of Appropriateness Committee must be submitted by 5:00 p.m. on the application deadline; otherwise consideration will be delayed until the following committee meeting. An incomplete application cannot be accepted.				
Type or Print				
Applicant:				
Mailing Address:				
City:	State:		Zip Code:	
Date:	Daytime Phone No.			
E-Mail Address:				
(Signature of Applicant):				
MINOR WORK APPROVAL (Office Use Only)				
(Minor Work Approval Signature/Date)				
Upon being signed and dated above by the Planning Director or designee this application becomes the				
Minor Work Certificate of Appropriateness. It is valid until Please post				
the enclosed placard form of the certificate as indicated at the bottom of the card. Issuance of a Minor				
Work 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 Certificate of Appropriateness Committee for review at its next meeting.				

PROJECT CATEGORIES (check all that apply):			oly):	(Office Use Only)			
☐ Exterior Alteration ☐ Addition			Type of Work:				
☐ New Construction ☐ Demolition							
Willy	Will you be applying for state or federal rehabilitation tax credits for this project? Yes ☐ No ☐						
SUPPORTING INFORMATION: Please attach.							
Attach 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 be sure your application is complete. (Leave the checkbox blank if the item is not applicable.)							
		Written description . Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.).					
	Plot plan (if applicable). A plot plan showing 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 you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.						
	Description	escription of materials (provide samples if appropriate).					
	Photogra	hotographs of existing conditions (required for all applications).					
	Drawings	showing proposed work. Inc	lude one set of full s	ize drawings when available.			
 Plan drawings. Elevation drawings showing the new facade(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 around the city. 							
Black Ink. Your application must be prepared in black ink on 8-1/2" x 11" sheets so 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.							
GUIDELINES: Please cite the applicable sections of the guidelines (www.rhdc.org).							
Sec	tion/Page	Topic	Bri	ief Description of Work			

CERTIFICATE OF APPROPRIATENESS APPLICATION INFORMATION SHEET RALEIGH HISTORIC DISTRICTS COMMISSION

Filing Schedule:

Most applications can be reviewed and approved by staff and can be filed anytime. File your application with the commission by: delivering it to One Exchange Plaza, 3rd Floor or mailing it to PO Box 829, Century Station, Raleigh, NC, 27602. Major work applications (refer to Certificate of Appropriateness list) that require review by the commission's Certificate of Appropriateness Committee must be submitted no later than 5:00 p.m. on the application deadline in order to be heard at the committee's next meeting.

Design Guidelines:

Your application will be reviewed based upon guidelines listed in City Code §10-2052. Copies of the guidelines are available from the commission office or online at www.rhdc.org. It will be helpful to review the guidelines while planning your project to ensure that it meets them. The preservation staff can help you with interpretation of the guidelines.

Preparing Your Application:

When preparing your application, please type or use black ink. Use 8-1/2" x 11" paper for the supporting information that is required. In addition to the written description, supporting information may include a plot plan, photographs, drawings, or samples. Please read the application carefully to determine what may be necessary to describe your project.

Staff Assistance:

It is suggested that you review your application with the preservation staff before the deadline to ensure that it is complete, accurate, and includes sufficiently detailed information. If your proposal cannot be fully understood due to insufficient information, it cannot be determined that the changes meet the guidelines. The City Code instructs the staff not to accept incomplete applications. Submitting an incomplete major work application on the deadline will result in an additional month's delay before the committee can issue a certificate of appropriateness.

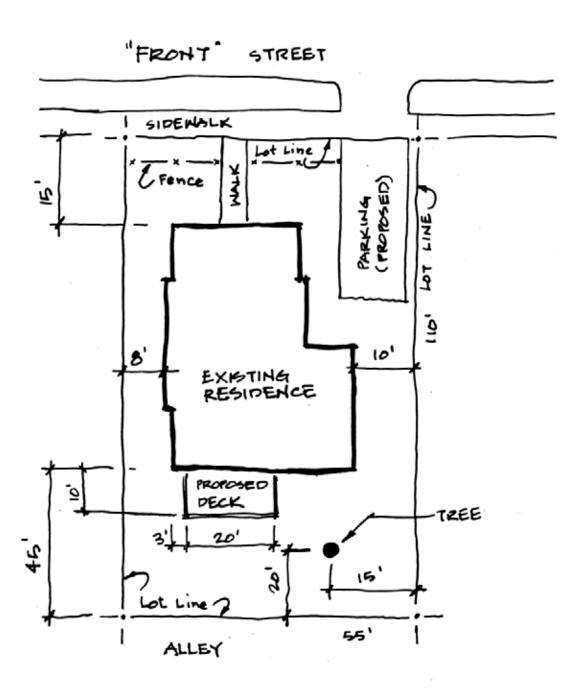
Site Visits:

To understand conditions pertaining to your application, as provided by the City Code commission staff typically will visit your property as part of the review process. Committee members will also visit in cases involving major work.

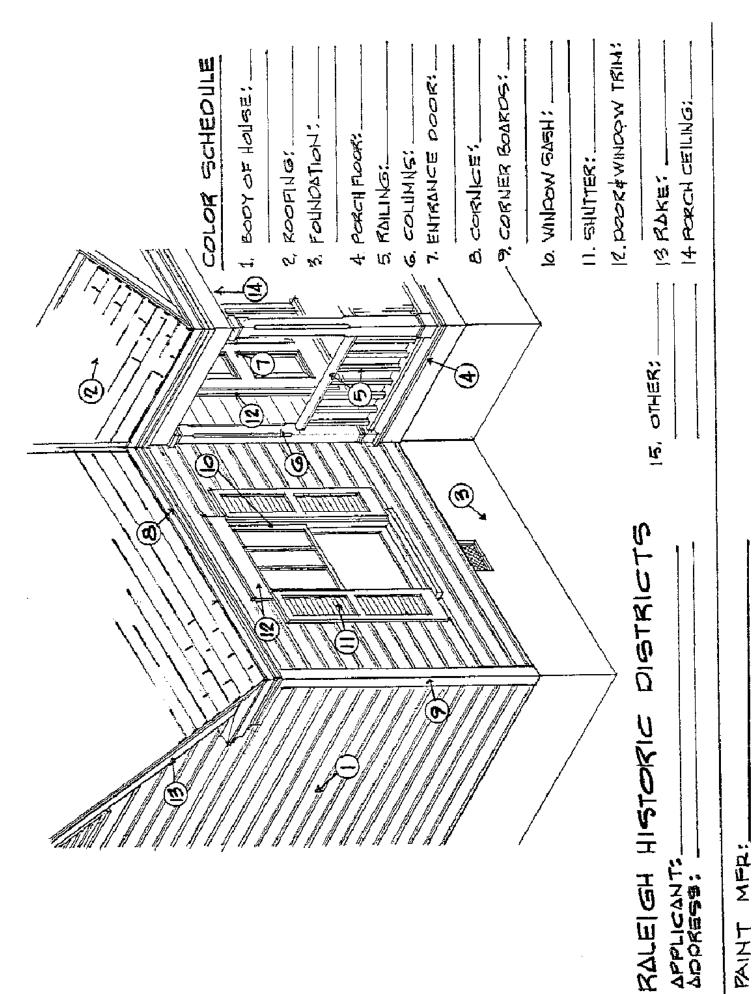
Notification:

If you are filing a major work application, an agenda listing the cases to be heard by the committee will be sent to you about one week before the meeting. The owners of properties within 100 feet of your property will be sent a letter and agenda as their notification of the hearing. A sign will also be posted in front of your property notifying the public that a public hearing is scheduled.

Thank you very much for your interest in Raleigh's historic resources.



SAMPLE PLOT PLAN for Mr.& Mrs. Boylan Oakwood



PLEASE SUBMIT COLOR CHIPS WITH THIS SCHEDULE