



# Certificate of Appropriateness Application Form (COA)

433 Hay Street, Fayetteville, North Carolina 28301

910-433-1385 Fax# 910-433-1776

[www.FayettevilleNC.gov](http://www.FayettevilleNC.gov)

Minor Work     Major (HRC) Reviewed by HRC

Submittal Date: \_\_\_\_\_

COA#: \_\_\_\_\_ (HRC staff will assign COA#)

### Notes:

1. Depending on the proposed activity, the review and decision on an application may be undertaken by staff for a Minor COA or the Historic Resources Commission (HRC) for a Major COA in accordance with the procedures and standards in the Unified Development Ordinance (UDO) and the *Design Guidelines for Fayetteville's Historic Districts and Local Landmarks*.
2. A pre-application conference is required prior to submitting this application for a major COA, and it is strongly encouraged in all cases to prepare a complete application and to avoid delays in the review process. To schedule a pre-application conference please contact Melissa Robb, Historic Resources Planner at 910-433-1385 or email [mrobb@ci.fay.nc.us](mailto:mrobb@ci.fay.nc.us).
3. Any development within the Historic/Landmark Overlay (HLO) is required to have a certificate of appropriateness approval before any other development application is filed; conditions may be attached to an approval.
4. Public notification requirements may include the on-site posting of the meeting date, time, and location for public review. A site visit may also be required for consideration of your application. Your signature on the accompanying Master Application Form authorizes the placement of such notice and allows members of the Historic Resources Commission and/or City staff to enter the property to view the exterior of any buildings or structure on the site.
5. An approved COA expires after 6 months if work has not commenced or permits have not been obtained.

## 1. General Project Information

Project Address: \_\_\_\_\_

PIN: \_\_\_\_\_

Tax Parcel Identification Number

Was a pre-application conference conducted?  Yes  No

Historic District

Local Landmark

## 2. Written Description of Exterior Work

New Construction     Changes to an Existing Structure/Site     Demolition     Signage     Other

A) Describe in your own words all exterior work, buildings, and construction that can be seen from a public right-of-way. Be sure to indicate all exterior materials and colors. You may use additional sheets and attach manufacturer's information sheets where appropriate.

**3. Submittal Requirement Checklist**  
*(Submittals should include 2 copies of listed items, unless otherwise stated.)*

**A. General Information for all COA Applications**

- Certificate of Appropriateness Application Form
- Color photographs of the site showing all public views of site, areas where work will be done, and surrounding properties
- A materials sample sheet showing color, type, manufacturer, and item number of new materials being proposed

**B. Submittal Requirements for Buildings**

- Scaled drawings showing physical survey including property, all site conditions, and adjacent structures (elevation drawings only required for building facades subject to modification)
- Historic evidence (such as old photos) to justify any restoration of missing elements where applicable

**C. Submittal Requirements for Sites**

- Scaled drawings showing physical survey including the property, adjacent structures, and proposed alterations (elevations of fences and other structures as requested)

**D. Submittal Requirements for Signs**

- Site drawing showing sign location
- Scaled drawing showing sign face, border, mounting mechanism, color, size of sign and lettering, and materials
- All material necessary for issuance of a zoning compliance permit for signage (if new signage or modifications to signage are proposed)

**E. Submittal Requirements for New Construction and Additions**

- Scaled drawing showing physical survey including property, adjacent structures and location of property boundaries, buildings, site lighting, parking, walkways, mechanical/utility equipment, accessory structures, fencing, and plantings
- Elevations of proposed structure and the historic building including texture, relative grade and elevations related to floor level (including drawings of architectural details)
- Floor plans of affected exterior walls on the historic building
- A description of how the new structure maintains compatibility with the existing structure in cases where new construction is proposed

**F. Submittal Requirements for Demolition**

- A statement describing the need for demolition (if applicable) and plans for new use of property
- Documentation of hardship including photographic evidence where applicable

**3. Applicant Contact Information**

Applicant's Name:			
Mailing Address:		Fax No.:	
Phone No.:		Email:	
Applicant's Signature:			

**4. Owner Contact Information (If different from Applicant)**

Owner Name:			
Mailing Address:		Fax No.:	
Phone No.:			
Email:		Owners Signature:	

Approved

Not approved

\_\_\_\_\_  
Historic Resources Planner

\_\_\_\_\_  
Date: