

Appendix P

Application Packet for Certificates of Appropriateness

Deadlines: January - December 2017	
<u>Complete Application Deadline (12 Noon)</u>	<u>Historic District Commission Meeting</u>
December 21, 2016	January 4, 2017
January 18, 2017	February 1, 2017
February 15, 2017	March 1, 2017
March 22, 2017	April 5, 2017
April 19, 2017	May 3, 2017
May 24, 2017	June 7, 2017
June 21, 2017	July 5, 2017
July 19, 2017	August 2, 2017
August 23, 2017	September 6, 2017
September 20, 2017	October 4, 2017
October 18, 2017	November 1, 2017
November 22, 2017	December 6, 2017
December 20, 2017	January 3, 2018

Fee Schedule

Certificate of Appropriateness: \$1.00/\$1,000.00 of construction cost; \$10.00 min.
 After-the-fact application: \$100 or double the COA fee, whichever is higher

Submittal Requirements

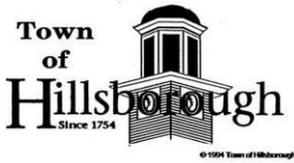
- Complete application. Do not use staples, glossy paper or binders.
- A typed narrative describing the proposed work (1 paragraph).
- Drawings/renderings that show all related measurements as well as existing and proposed work (provide 10 copies if larger than 11x17 or color). This may include:
 - o Plot plan (see **Appendix F** for sample).
 - o Elevations
 - o Landscaping Plans (if appropriate)
 - o Tree Survey (if appropriate)
 - o Sign Specifications (if appropriate)
- A list of proposed materials for all new exterior elements and features.
 This may include siding, trim, roofing, foundation, windows (sash, frames, sills, panes), shutters, awnings, doors, porch and deck flooring, handrails, columns, patios, walkways, driveways, fences, landscaping walls, and signs.
- Optional but advised: Photographs, material samples, any other documents, plans, or drawings that will help to clarify the work you are proposing (provide 10 copies of all color photographs and/or drawings).

If your application is for a proposal that includes a change to the building footprint of an existing structure or the construction of a new structure or building, you must provide all items listed above, as well as scaled architectural plans, as described below:

- Scaled architectural plans that show existing and proposed work (provide 10 copies if larger than 11x17 or in color) including:

- Plot plan showing actual footprint and including existing and proposed property lines (see **Appendix F** for sample).
- Elevations – showing dimensions and roof pitches (existing and proposed)
- Landscaping Plans (if appropriate)
- Tree Survey (if appropriate)
- Sign Specifications (if appropriate)

More information on the Historic District Commission, including an electronic copy of the Historic District Design Guidelines, and a description of the process to obtain a Certificate of Appropriateness can be found on the Town of Hillsborough's website: <http://www.ci.hillsborough.nc.us/content/historic-district-commission>



Historic District Commission Certificate of Appropriateness

_____-_____-_____
PIN

Address of Project

Zoning District

Fee: \$1 per \$1,000 of construction costs, or a minimum of \$10, payable when the application is submitted.

No-permit penalty: Work begun without necessary permits and approvals will be charged a \$100 permit fee and/or COA permit fees will be doubled, whichever is higher.

Additional permits: Additional fees are required for a Zoning Compliance Permit and Orange County Building Permit.

Applicant Name

Property Owner (if different than applicant)

Applicant's Mailing Address

Property Owner's Mailing Address

City, State, Zip

City, State, Zip

Applicant's Phone Number

Property Owner's Phone Number

Applicant's Email

Property Owner's Email

Description of Proposed Work: _____

Estimated Cost of Construction: \$ _____

SUBMITTAL REQUIREMENTS: The following documents and plans are required to accompany your COA application in order for it to be deemed complete. The Historic District Commission will not accept incomplete applications. Attach as many sheets as necessary. Do not use staples, glossy paper or binders. Planning staff will determine when all submittal requirements have been met and fees have been received.

All applications must include the following documents and plans (Provide 10 folded copies if larger than 11x17 or color):

- Narrative describing the proposed work
- Existing and Proposed Dimensioned Plans
 - Site Plan (if changing building footprint or new construction)
 - Scaled architectural plans (if changing building footprint or new construction)
 - Elevations (if appropriate)
 - Landscaping Plans (if appropriate)
 - Tree Survey (if appropriate)
 - Sign Specifications (if appropriate)
- List of existing and proposed exterior materials (Siding, trim and fascia, roof and foundation materials, windows, shutters, awnings, doors, porch and deck flooring, handrails, columns, patios, walkways, driveways, fences and walls, and signs, etc.)
- Optional: Photographs, material samples, any other documents, plans, or drawings that will help to clarify the proposal

More information on the Historic District Commission and Certificate of Appropriateness application process can be found on the Town of Hillsborough's website: <http://www.ci.hillsborough.nc.us>

Applicant and Owner Acknowledgement

I acknowledge that I am aware that Historic District Design Guidelines and Unified Development Ordinance requirements are the criteria by which my proposal will be evaluated for compatibility, and that both documents are available on the Town website and in the Planning Department. I understand my presence is expected at the HDC meeting where this application will be reviewed.

Applicant's Signature

Date

Property Owner's Signature

Date

DEPARTMENT STAFF USE ONLY:

COA fee (\$1 per \$1000 of Construction Costs, \$10 minimum):

Amount: \$ _____

After the fact application: (\$100 or double the COA fee)

Amount: \$ _____

COA fee paid: Yes No

Total due: \$ _____

Received by/Date: _____

The Hillsborough Zoning Officer has reviewed this application and finds that the site plan meets Unified Development Ordinance requirements.

Yes

N/A

Zoning Officer: _____

Staff Report:

Applicant Name: _____

Property Owner Name: _____ Property

Address: _____ PIN: _____ Information

from 2013 Historic Inventory:

Original date of construction: _____

Contributing structure

Non-contributing structure

Description of property:

Applicable Design Guidelines:

Other reviews needed?

Hillsborough Zoning Compliance Permit

Orange County Building Permit

N/A

Certificate of Appropriateness Decision:

Application for a Certificate of Appropriateness has been:

Approved

Denied

Conditions (if applicable):

Zoning Officer's Signature

Date