

## Historic District Commission Certificate of Appropriateness (COA) & Minor Works Application

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

Minor Works COA fee: \$10 flat fee payable when the application is submitted

After-the-Fact Application Fee: \$100 fee in addition to the required COA fee or COA fees will be doubled (whichever is higher)

Additional permit fees: Additional fees may be required for a Zoning Compliance Permit and Orange County Building Permit.

\_\_\_\_\_  
Orange County Parcel ID Number

\_\_\_\_\_  
Zoning District

\_\_\_\_\_  
Address of Project

\_\_\_\_\_  
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: \$ \_\_\_\_\_

The Historic District Design Guidelines, Exterior Materials Compatibility Matrix, and Certificate of Appropriateness application process can be found on the Town of Hillsborough's website: <http://www.hillsboroughnc.gov/government/advisory-boards/historic-district-commission>

### Applicant and Owner Acknowledgment and Certification

I am aware that Historic District Design Guidelines, Exterior Materials Compatibility Matrix, and Unified Development Ordinance requirements are the criteria by which my proposal will be evaluated for compatibility, and I certify that I, and/or my design professional under my direction, have reviewed my application materials with Planning Staff for compliance to the standards in those adopted documents. I understand that I, or my representative, must attend the HDC meeting where this application will be reviewed. I further understand that Town employees and/or Commissioners may need access to my property with reasonable notice to assess current conditions, and to assist them in making evidence-based decisions on my application and that I am not to speak to any Commissioner about my project until the public meeting at which it is under consideration.

_____ Applicant's Signature (Optional)	_____ Date	_____ Property Owner's Signature (Required)	_____ Date
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**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. Planning staff will determine when all submittal requirements have been met. Only the first FOUR major COA applications submitted by the required deadline will be heard on any HDC agenda if deemed complete by staff. Minor COAs are added based on available agenda space at the discretion of planning staff.

**All applications must include the following documents and plans** (Provide a digital copy if plans are larger than 11"x17"):

- Detailed narrative describing the proposed work and how it complies with all adopted documents as submitted.
- Existing **and** Proposed Dimensioned Plans (see below):
  - Site Plan (if changing building footprint or adding new structures, impervious areas or site features, including hardscaping)
  - Scaled Architectural Plans (if changing building footprint or new construction)
  - Scaled Elevations (if adding or changing features of a structure)
  - Landscaping Plans (required for all new construction and for significant landscaping or tree removal and re-planting)
  - Tree Survey (required for new construction when trees over 12" dBh are on site - show both existing and those to be removed)
  - Sign Specifications (if adding, changing, or replacing signage)
- Itemized list of existing and proposed exterior materials including photos and specifications, colors, etc. (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.).
- Photographs, material samples, examples of comparable properties in the district (if using them as basis for specific designs), plans, or drawings that will help to clarify the proposal, if applicable, or if required by staff as part of the review.

**STAFF USE ONLY:**

**COA fee (\$1 per \$1000 of Construction Costs, \$10 minimum) or  
Minor Works fee (\$10 flat fee):**

Amount: \$ \_\_\_\_\_

After-the-fact application: (\$100 or double the COA/Minor Works fee\*)  
**\*whichever is greater**

Amount: \$ \_\_\_\_\_

Total due: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

Received by: \_\_\_\_\_

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

**This application meets all Unified Development Ordinance requirements and has been reviewed for compliance with all approved materials.**

N/A

Yes

Zoning Officer: \_\_\_\_\_

**This application meets public space division requirements.**

N/A

Yes

Public Space Manager: \_\_\_\_\_

**Historic Architectural Inventory Information:**

Original date of construction: \_\_\_\_\_

Description of property:

Applicable Design Guidelines:

Other reviews needed?

Hillsborough Zoning Compliance Permit

Orange County Building Permit

Other: \_\_\_\_\_

**Minor Works Certificate of Appropriateness Application Decision:**

Approved

Referred to HDC

Minor Works Reference(s): \_\_\_\_\_

**Certificate of Appropriateness Decision:**

Approved

Denied

Commission Vote: \_\_\_\_\_

Conditions or Modifications (if applicable):

\_\_\_\_\_  
Zoning Officer's Signature

\_\_\_\_\_  
Date