

# Appendix P

## Application Packet for Certificates of Appropriateness

<b>Deadlines: December 2017 - December 2018</b>	<b>Meeting Dates: January 2018 - January 2019</b>
<b><u>Complete Application Deadline (12 Noon)</u></b>	<b><u>Historic District Commission Meeting</u></b>
December 15, 2017*	January 3, 2018 (6:00 P.M. Meeting Time)
January 17, 2018	February 7, 2018
February 14, 2018	March 7, 2018
March 14, 2018	April 4, 2018
April 11, 2018	May 2, 2018 (6:00 P.M. Meeting Time)
May 16, 2018	June 6, 2018
July 2018 meeting canceled *	July 2018 meeting canceled *
July 11, 2018	August 1, 2018
August 15, 2018	September 5, 2018
September 12, 2018	October 3, 2018
October 17, 2018	November 7, 2018
November 14, 2018	December 5, 2018
December 12, 2018	January 2, 2019

\* Denotes dates that have been adjusted for holidays

### **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:**

- 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.)
- 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

**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.hillsboroughnc.gov/government/advisory-boards/historic-district-commission>

## Historic District Commission Certificate of Appropriateness/Minor Works Application

\_\_\_\_\_  
PIN

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

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

COA Fee: \$1 per \$1,000 of 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.

\_\_\_\_\_  
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 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 Acknowledgement

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. **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.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**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"):

- 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.)
- 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

**DEPARTMENT 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: \$ \_\_\_\_\_

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

**This application meets Unified Development Ordinance requirements.**

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:**

Application for a Certificate of Appropriateness has been:

Approved  Denied

Conditions (if applicable):

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