



TOWN OF
HILLSBOROUGH

APPLICATION Certificate of Appropriateness and Minor Works

Planning and Economic Development Division
101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-296-9470 | Fax: 919-644-2390
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www.hillsboroughnc.gov

_____-_____-_____ 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 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 Standards, Exterior Materials Compatibility Matrix, and Certificate of Appropriateness application process can be found on the Town of Hillsborough's website: <https://www.hillsboroughnc.gov/hdc>.

Applicant and Owner Acknowledgment and Certification

I am aware that Historic District Design Standards, 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 and scheduled for commission review. Planning staff will determine when all submittal requirements have been met. The first FOUR complete COA applications submitted by the deadline will be heard on any HDC agenda.

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 standards.
- ☐ 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" diameter at breast height 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 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 the Property: _____

Applicable Design Standards: _____

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): _____

Historic District Staff Signature_____
Date