

Appendix P

Application Packet for Certificates of Appropriateness

Deadlines: December 2019 – December 2020	Meeting Dates: January 2020 – January 2021
<u>Complete Application Deadline (12 Noon)</u>	<u>Historic District Commission Meeting</u>
December 11, 2019 (no meeting)	January 1, 2020 (no meeting)
January 15, 2020	February 5, 2020
February 12, 2020	March 4, 2020
March 11, 2020	April 1, 2020
April 15, 2020	May 6, 2020
May 13, 2020	June 3, 2020
June 10, 2020	July 1, 2020
July 15, 2020	August 5, 2020
August 12, 2020	September 2, 2020
September 16, 2020	October 7, 2020
October 14, 2020	November 4, 2020
November 12, 2020	December 2, 2020
December 16, 2018	January 6, 2021

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:

- 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, signs, etc.).
- Photographs, material samples, examples of comparable properties in the district (if using them as the 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.

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 more than 10 color pages that are 11x17 or larger) including:
- Plot plan showing actual footprint and including existing and proposed property lines (see **Appendix F** for sample).
 - Elevations – showing dimensions and roof pitches (both 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 (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
----------------------------------	------	---------------------------------------	------

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