

Appendix P

Application Packet for Certificates of Appropriateness

Deadlines: December 2018 - December 2019	Meeting Dates: January 2019 - January 2020
<u>Complete Application Deadline (12 Noon)</u>	<u>Historic District Commission Meeting</u>
December 12, 2018	January 2, 2019
January 16, 2019	February 6, 2019
February 13, 2019	March 6, 2019
March 13, 2019	April 3, 2019
April 10, 2019	May 1, 2019
May 15, 2019	June 5, 2019
June 12, 2019	July 3, 2019
July 17, 2019	August 7, 2019
August 14, 2019	September 4, 2019
September 11, 2019	October 2, 2019
October 16, 2019	November 6, 2019
November 13, 2019	December 4, 2019
December 11, 2019	January 1, 2020*

* denotes dates that have been canceled 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