

**INFORMATION TO APPLICANTS  
FOR A CERTIFICATE OF APPROPRIATENESS**

**CITY OF GREENVILLE  
NORTH CAROLINA**

The Historic Preservation Commission meets on the fourth Tuesday of each month at 7:00 p.m. in the Council Chambers of the City Hall, located at 200 W. Fifth Street.

All applications for a Certificate of Appropriateness are due in the City of Greenville Planning and Community Development Office (Phone (252) 329-4502), located at 201 West Fifth Street, ***twenty-one (21) working days*** prior to the meeting of the Historic Preservation Commission at which the application is to be considered.

This application is to be used for the following types of procedures:

<b>Alteration:</b>	Changes to exterior appearance of existing structure.
<b>Addition:</b>	Construction of new portion to existing structure.
<b>Restoration:</b>	Changes to exterior of existing structure designed to restore earlier appearance.
<b>Reconstruction:</b>	Construction of new freestanding building designed to replace former building.
<b>New Construction:</b>	Construction of new freestanding building.
<b>Demolition:</b>	Removal of an existing building or a portion of an existing building.
<b>Moving:</b>	Removal or placement of a building or portion of a building to be relocated.
<b>Environmental:</b>	Changes to or addition of environmental features including fences, pavement, etc.
<b>Other:</b>	Any other work which will visually change the appearance of the structure or the district.

**All applications must be accompanied by the following information, otherwise they will not be accepted:**

- |   |   |
|---|---|
| <input type="checkbox"/> Detailed Project Description | <input type="checkbox"/> Photographs                |
| <input type="checkbox"/> Plot Plan                    | <input type="checkbox"/> Scaled Drawings/Elevations |
| <input type="checkbox"/> Signatures of Applicants (s) |   |

It is recommended that you consult with the City Building Inspections Office (Phone (252) 329-4466), located at 201 West Fifth Street, prior to submitting any plan to be assured of their technical acceptability. The City Zoning Administrator (Phone (252) 329-4486), may be contacted regarding setbacks for new construction and additions.

If you are unsure which guidelines and standards apply to your project, please contact the Department of Planning and Community Development at (252) 329-4498.

**Your attendance or that of your authorized representative is required at the meeting of the HPC at which the application will be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.**

**CITY OF GREENVILLE**

**APPLICATION FOR A HISTORIC PROPERTY  
CERTIFICATE OF APPROPRIATENESS**

THIS SECTION FOR STAFF USE ONLY

COA # \_\_\_\_\_ Parcel # \_\_\_\_\_ NR # \_\_\_\_\_ Date Received \_\_\_\_\_ Date Complete: \_\_\_\_\_

Meeting Date \_\_\_\_\_ APO sent \_\_\_\_\_ FOF \_\_\_\_\_

description       plot plan       scaled drawing       photos       APO list

I (We) the undersigned do hereby respectfully make application for a Certificate of Appropriateness for the following plans and proposals:

1. APPLICANT INFORMATION

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (business) \_\_\_\_\_

Location of Property: \_\_\_\_\_

2. EXISTING CONDITIONS:

Current Use : \_\_\_\_\_ Previous Renovations \_\_\_\_\_

3. PROPOSED ACTION:

I (We) hereby apply for the Certificate of Appropriateness required by the laws of North Carolina and the Ordinances of the City of Greenville representing the following (check):

Alteration       Addition       Restoration       New Construction  
 Reconstruction       Demolition       Environment       Other

4. ATTACHMENTS:

COA application must contain a detailed description of the project, plot plans, scaled drawings/elevations and photographs. Any other materials may be supplied to assist the Commission in its decision. Please label the exhibits as shown below.

Exhibit A: Detailed Description      Exhibit C: Scaled Drawings/Elevations  
Exhibit B: Plot Plans      Exhibit D: Photographs

**Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.**

\_\_\_\_\_  
Applicant's Signature      Date      Additional Applicant's Signature      Date

FOR STAFF USE ONLY

This Certificate of Appropriateness is hereby **APPROVED/APPROVED WITH CONDITIONS/DENIED.**

\_\_\_\_\_  
Commission Secretary      Date