

CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS



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The Certificate of Appropriateness (COA) review process is designed to help preserve the distinct character of designated [Local Landmarks](#) and the integrity of the [College View Historic District](#). Property owners of Local Landmarks or properties within the historic district are required to obtain a COA **before beginning** any type of **exterior construction, alteration, or demolition**. A COA certifies that the proposed changes are consistent with the [design guidelines](#) and are appropriate within the historic district's context.

Major or Minor Works

A COA is required for both Minor and Major Works. Minor Works applications can be reviewed and approved by staff, and can be filed at any time. Staff will refer Minor Work projects to the Historic Preservation Commission for review if the change involves alterations, additions, or removals that are substantial, do not meet the guidelines, or are of a precedent-setting nature. Major Works will be reviewed by the Commission at a public hearing. A COA is not required for routine maintenance, including repair or replacement where there is no change in the design, materials, or general appearance of a structure or grounds. Please consult with Community Development staff to determine whether your project constitutes routine maintenance, a Minor Work, or a Major Work.

The Historic Preservation Commission

Applications to be heard by the Commission require the owner or applicant to appear before the Commission on the scheduled meeting date to make his or her request for a Certificate of Appropriateness. Meetings are held on the fourth Tuesday of each month at 6:00 p.m. in the City of Greenville City Hall Council Chamber. Complete applications are due **20 business days** in advance of the HPC meeting by 5:00 p.m. on the [deadline date](#) in order to be placed on the agenda. Please be aware that failure to provide adequate information may result in a delay in the decision-making process.

Design Review Committee

The Design Review Committee has been established to meet informally with applicants on pending applications and advise on the Commission's guidelines, the nature of the area where the proposed project will take place, and other relevant factors.

Please contact Domini Cunningham, Planner II at 252-329-4512 with questions about the application process, to obtain a copy of the Design Guidelines, or to schedule a meeting with the Historic Preservation Commission's Design Review Committee or staff.

Where to Begin

- 1 – It is highly recommended that applicants contact the staff member in the beginning stages of a project before any designs are finalized, and well in advance of an application deadline. Contact Domini VJ Cunningham, CZO, Planner II at 252-367-4512 or dcunningham@greenvillenc.gov to discuss projects you want to pursue to determine whether your project requires staff or HPC review and complies with mandatory Design Guidelines. Applicants can make an appointment to meet with staff weekdays from 8:00 a.m. to 4:30 p.m.
- 2 – Obtain a copy of the Historic District and Local Landmark Design guidelines at: <https://www.greenvillenc.gov/home/showdocument?id=6724>
- 3 – Complete all sections of the application which pertain to your proposed project, sign and submit the application with required documentation and fee.

Mail or Hand Deliver Complete Applications to:

Domini VJ Cunningham, Planner II
Community Development Department, Planning Div.
P.O. Box 7207 (if mailing)
201 W. 5th St (if hand delivering)
Greenville, North Carolina 27835-7207

Application Fees: There is no fee for Minor works applications. Major works are \$20. After the Fact Applications (constructed without prior approval are \$75.

Checks must be made payable to City of Greenville.

HPC Meeting Procedure

- 1 – Staff will introduce you and your application to the Commissioners (including: the location of your property, the proposed project, relevant photos of the property, the potential impact of the proposed work, and applicable zoning regulations).
- 2 – You will answer questions posed by the Commissioners about the application.
- 3 – Any person from the community will have 5 minutes to present concerns or support to the Commission (**not** to the applicant).
- 4 – The Commission will discuss your proposal and make a motion to approve or deny.

What Next

A COA will be issued after the HPC or its staff makes a determination. This Certificate is **not** a permit for work. The Certificate and approved plans must be taken to the Inspections Division office at 201 West 5th Street (252-329-4466) in order to obtain the proper permits for building, signage, demolition, etc.

CERTIFICATE OF APPROPRIATENESS WINDOW REPLACEMENT

REQUIRED DOCUMENTATION FOR PROPOSED WINDOW REPLACEMENT

Applicants are encouraged to repair and retain existing historic windows. In some cases, replacement windows may be justified. Before submitting an application for window replacement, review the Windows & Doors chapter in the *Design Guidelines* (page 27-36). In order to review replacement windows for conformance with the *Design Guidelines*, the following minimum documentation **must be provided**:

1. **Documentation of the reason for replacement:** photos and written description showing that windows are beyond repair, and/or explanation that existing windows are not historic. *
2. **Clear photographs of all types of existing windows, printed on regular 8.5x11 paper.** When windows are boarded over, remove boards from typical windows in order to take photographs.
3. **Drawings or measured photos** illustrating dimensions and profile of components of all types of existing windows, including the head, jamb, sill, and muntins (see figure 1)**
4. **Wall section drawings** illustrating the horizontal and vertical sections of all existing** and proposed replacement windows. These drawings should include proposed head, jamb, sill, and muntin section details, and relationship of the frame (if being replaced) to the wall (see figure 2 - 3).
5. **Manufacturer's specifications** for proposed replacement windows, including materials and any glass treatments, such as low emissivity ("Low-E") coating, levels of reflectivity, and visible light transmittance.

**When historic windows do not exist, photos of the existing windows and sections of proposed replacement windows should still be provided. For information about appropriate window design in this case, contact Historic Preservation Commission staff.*

***Wall sections illustrating existing windows are preferred, but labeled photos showing the same information as would be included in the wall section are acceptable.*

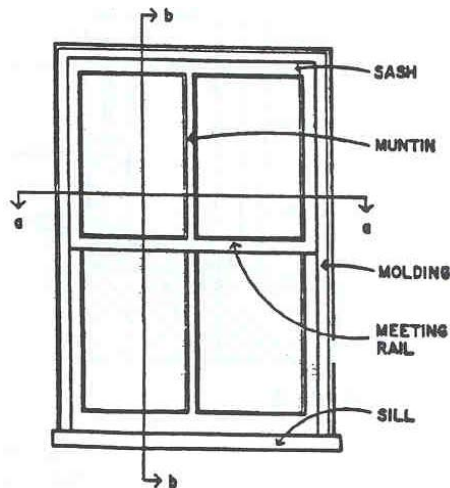


Figure 1

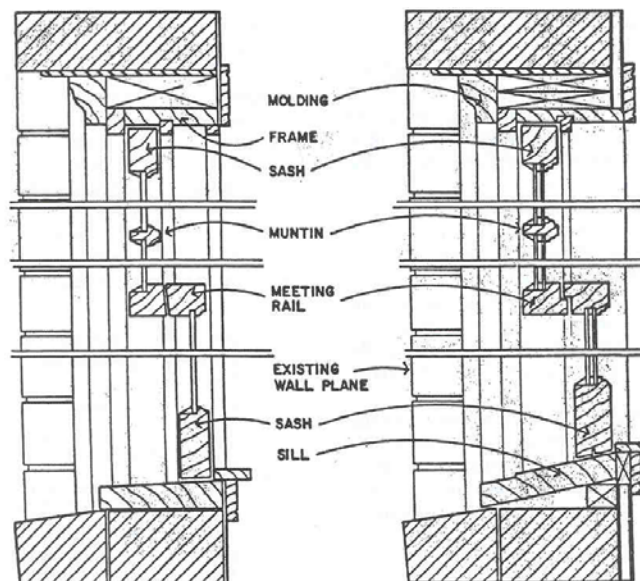


Figure 2

Figure 3

For additional information, contact Historic Preservation Commission staff at (252) 329-4512.

CERTIFICATE OF APPROPRIATENESS APPLICATION CHECKLIST



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Submit this checklist with the application and supporting documents.*

* Staff and/or the Commission may request additional documents to fully illustrate the proposal.

Intent

The purpose of documentation is to illustrate what the property looks like NOW, what work is proposed, and what the property would look like AFTER proposed work is completed. Please consult staff if you have questions about how to adequately document your proposed project.

Required Elements for Drawings

- ☐ 1. Scale
- ☐ 2. North arrow /directional reference (if a site plan)
- ☐ 3. Property lines (if a site plan)
- ☐ 4. Specification of materials
- ☐ 5. Dimensions

Minimum Required Documents

- ☐ **A. Scope of Work** – A written description of each proposed work item must be included on the application form itself. Additional pages may be attached if more detail is necessary.
- ☐ **B. Documentation of Existing Conditions** – Documentation of the appearance, condition and dimensions of any existing materials to be replaced or altered must be submitted.
 - ☐ 1. Clear photos of each work item, printed on regular 8.5x11 paper (no photo paper)
 - ☐ 2. Drawings or labeled photos with accurate dimensions and materials (no photo paper)
- ☐ **C. Site plans** for existing and proposed work as follows:
 - ☐ 1. Buildings (including garages)
 - ☐ 2. Fences or fence walls
 - ☐ 3. Sidewalks, driveways
 - ☐ 4. Landscape elements, including decks, sheds, etc.
- ☐ **D. Elevations, floor, and roof plans**, including existing and proposed features and elements:
 - ☐ 1. Exterior materials and architectural elements
 - ☐ 2. Doors, windows, awnings, light fixtures
 - ☐ 3. Porches, stoops, steps, ramps, railings
 - ☐ 4. Roof plan (ridgelines, chimneys, vents, gutters, etc.)
- ☐ **E. Construction methods and materials**
 - ☐ 1. Roof features, including chimneys, turbines, vents, gutters, etc.
 - ☐ 2. Brick/masonry color, size, and pattern
 - ☐ 3. Siding profile, dimensions, reveal
 - ☐ 4. Foundation material, dimensions, and features
- ☐ **F. Products**
 - ☐ 1. Cut sheet or brochure of any commercial product to be used, with dimensions, materials, and color
 - ☐ 2. Photos or drawings of custom products to be used, with dimensions, materials, and color
- ☐ **G. Additional documentation for New Construction or Additions**
 - ☐ 1. Floor height, with comparison to neighboring properties and primary structure (additions)
 - ☐ 2. Total height, with comparison to neighboring properties and primary structure (additions)
 - ☐ 3. Site plan with setbacks and siting of neighboring properties
 - ☐ 4. Topographical information for existing site and any proposed changes
- ☐ **H. Additional Documentation** – Documents as needed to fully define the project, such as illustrations, details, sections, product information, and samples.

Typical Project Requirements

- **Roof replacement**-A, B, C, E, and F
- **Siding replacement**-A, B, C, E, and F
- **Fence replacement**-A, B, C, E and F including height
- **Yard elements (sheds, decks, etc)**-A, B, C, D, E, and F
- **New Construction** – All
- **Additions** – All
- **Window replacement** -See Page 2



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Historic Property Address: _____ Parcel Number: _____

APPLICANT INFORMATION (please type or print legibly)

Applicant Name*: _____

*If the applicant is not the owner, s/he must be authorized by the owner to commit to changes proposed by the Commission

Mailing Address: _____

City: _____ State: _____ Zip: _____ Fax: _____

Email: _____ Day/Cell Phone: _____

Property Owner (if different from applicant): _____

Mailing Address: _____ Day/Cell Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

Email: _____

EXISTING CONDITIONS:

Current Use: _____

Previous Renovations _____

PROPOSED ACTION:


☐ Alteration

- ☐ Restoration

□ Reconstruction

☐ Other [utilities, etc]

☐ Addition

 New Construction

☐ Relocation/Demolition☐ Landscaping/Environment

ATTACHMENTS: (see page 3 for additional required attachments)

Written Description: describe all proposed changes to the property, including materials to be used, and make a case for their appropriateness. Refer as specifically and completely as possible to the Historic Preservation Commission's Design Guidelines.

[illegible]

Before the Commission meeting, the owners of properties located in proximity to the request will be sent a letter as their notification of the hearing. Staff will visit the site and post a public hearing notification sign. Applicants are required to attend the meeting to present their application and answer questions or the Commission may continue the application until the next scheduled meeting. If you cannot appear in person at the commission meeting, you may appoint a duly authorized agent. All application fees **must** be paid at the time the application is submitted. See page 1 for fee amounts.

THIS SECTION FOR STAFF USE ONLY

By submitting this application you **agree** to the following statement:

I certify that I have read the instructions to this application and that the information I have included, and any accompanying documentation, is complete and accurate to the best of my knowledge. I further certify that I agree to comply with all conditions of the COA.

Applicant's Signature

Date

Property Owner's Signature (if not applicant) _____ Date _____

THIS SECTION FOR STAFF USE ONLY

Case #: _____ Date Received: _____

NR #: _____ Meeting Date: _____

Date Complete: _____ FOF: _____

APO sent: _____ Fee Paid: _____

This Certificate of Appropriateness is hereby

MINOR

MAJOR

ROUTINE MAINTENANCE

APPROVED/APPROVED WITH CONDITIONS/DENIED

Commission Secretary _____ Date _____