

# CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS



*Find yourself in good company*

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## Major or Minor Works

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Please contact the Historic Preservation Planner at 252-329-4498 with questions about the application process, to obtain a copy of the design guidelines, or to schedule a meeting with the Design Review Committee or staff.

## Where to Begin

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## Hand Deliver or Mail Complete Applications to:

City of Greenville Community Development Department  
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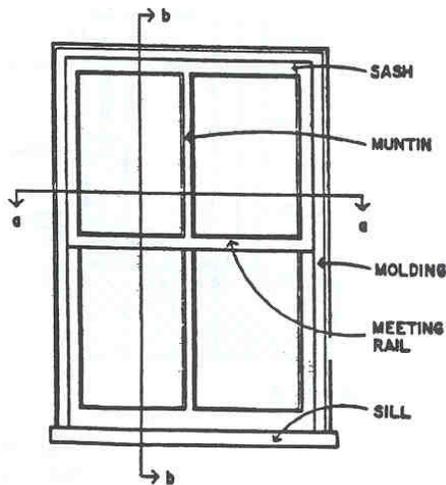
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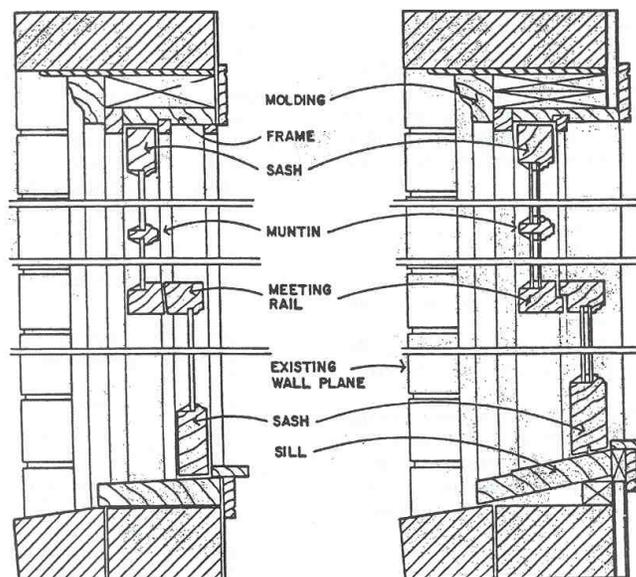
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2. **Clear photographs of all types of existing windows, printed on regular 8.5x11 paper.** When windows are boarded over, remove boards from typical windows in order to take photographs.
3. **Drawings or measured photos** illustrating dimensions and 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).
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**Figure 1**



**Figure 2**

**Figure 3**

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Submit this checklist with the application and supporting documents.\*

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## Required Elements for Drawings

- 1. Scale
- 2. North arrow /directional reference (if a site plan)
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## Minimum Required Documents

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  - 1. Clear photos of each work item, printed on regular 8.5x11 paper (no photo paper)
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- D. Elevations, floor, and roof plans**, including existing and proposed features and elements:
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- **Yard elements (sheds, decks, etc)**-A, B, C, D, E, and F
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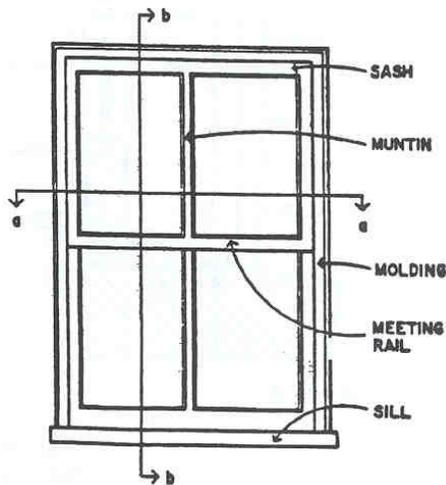
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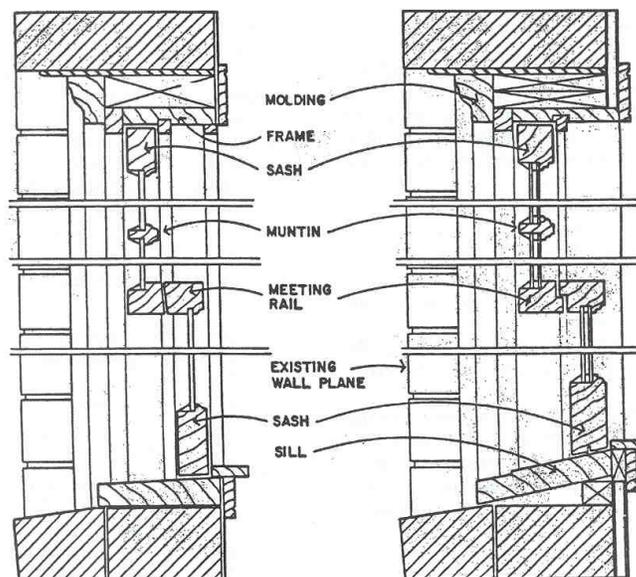
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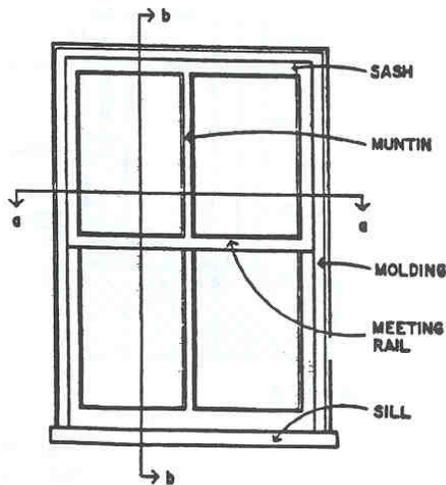
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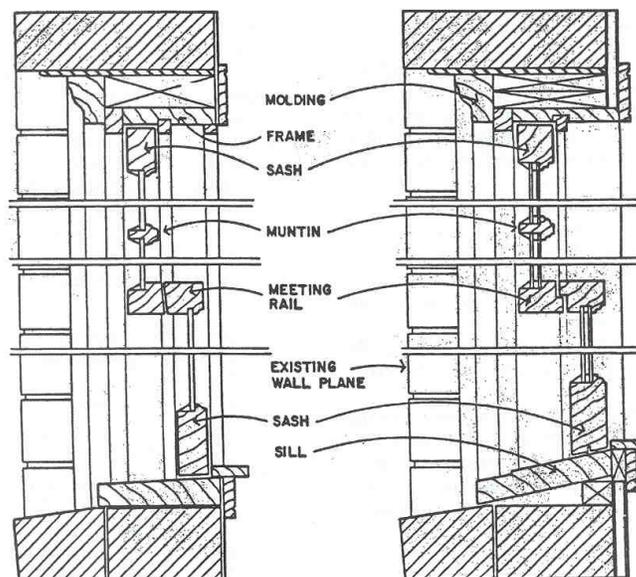
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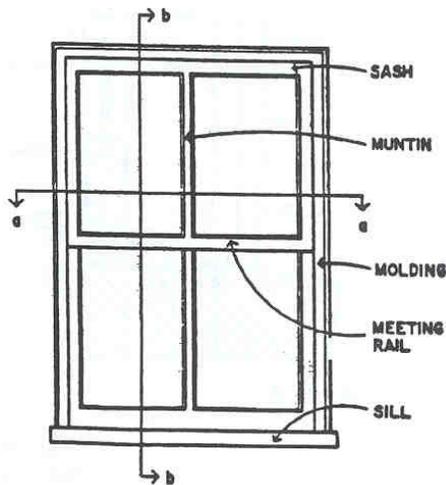
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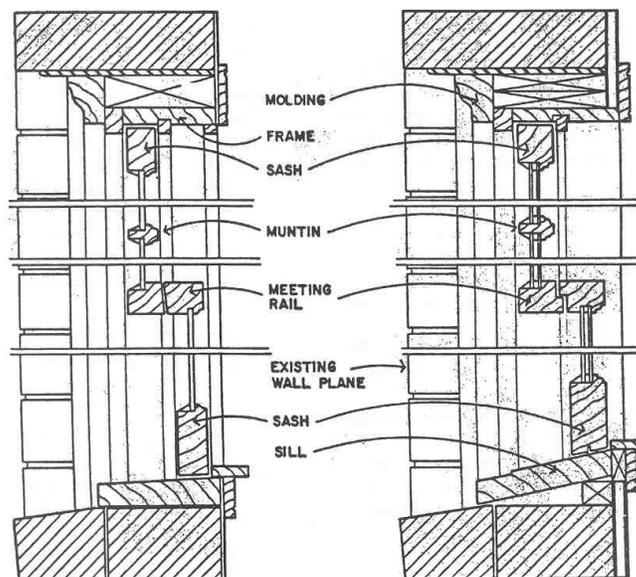
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3. **Drawings or measured photos** illustrating dimensions and profile of components of all types of existing windows, including the head, jamb, sill, and muntins (see figure 1)\*\*
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**Figure 1**



**Figure 2**

**Figure 3**

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# CERTIFICATE OF APPROPRIATENESS APPLICATION CHECKLIST



*Find yourself in good company*

Submit this checklist with the application and supporting documents.\*

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- 1. Scale
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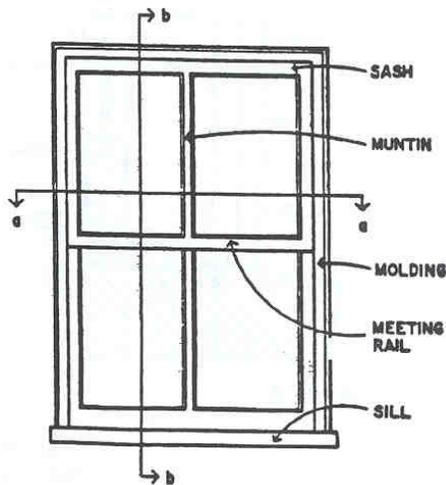
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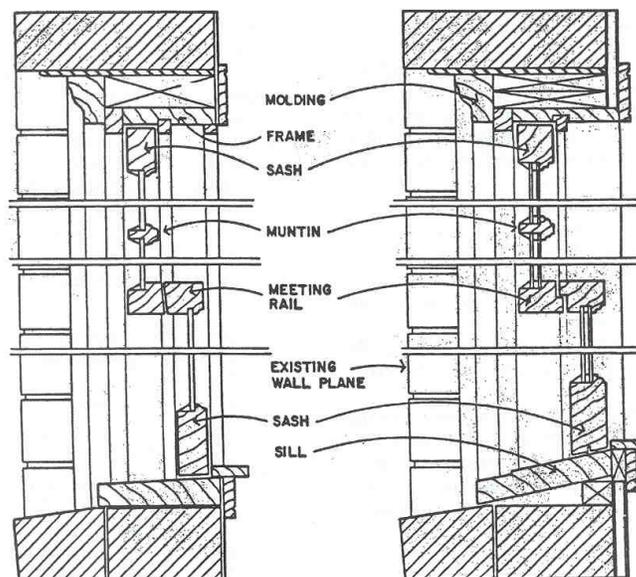
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**Figure 1**



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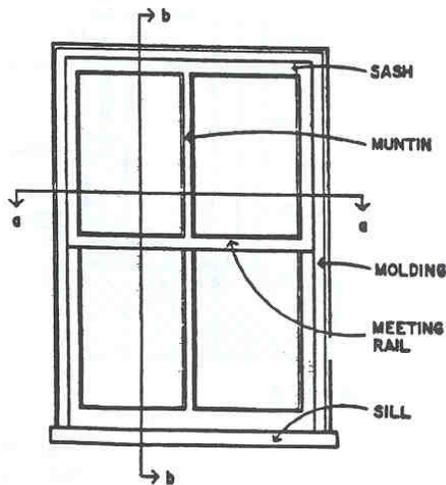
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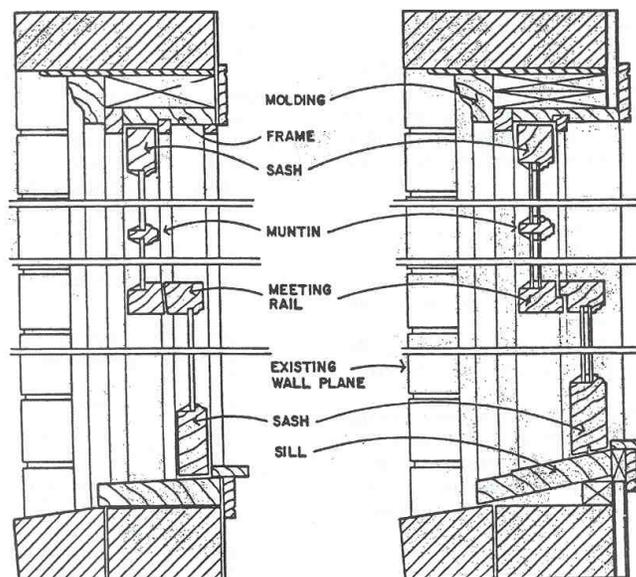
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