



**APPLICATION FOR  
CERTIFICATE OF APPROPRIATENESS**  
HISTORIC PRESERVATION COMMISSION, CITY OF THOMASVILLE, NC



**HISTORIC DISTRICT** \_\_\_\_\_

**LOCATION** \_\_\_\_\_  
Street Address Where Work Will Be Undertaken

**PROPERTY IDENTIFICATION**

Tax Map(s)	Tax Block(s)	Tax Lot(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____

**APPLICANT**

Last Name	First Name	MI
_____	_____	_____
Number	Street	
_____	_____	
City	State	Zip
_____	_____	_____

**TELEPHONE NO.**

Work	Home
_____	_____

**FAX NO.**

**E-MAIL**

\_\_\_\_\_

**PROPERTY OWNER**

Last Name	First Name	MI
_____	_____	_____
Number	Street	
_____	_____	
City	State	Zip
_____	_____	_____

**ADDRESS**

**TELEPHONE NO.**

Work	Home
_____	_____

If there are additional property owners, check here and attach their names, addresses and phone numbers.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE

**Submit COA Application & Documentation to:**  
DEPARTMENT OF PLANNING AND INSPECTIONS  
CITY OF THOMASVILLE, NC  
PHYSICAL LOCATION: CITY HALL, 10 SALEM ST., 2<sup>nd</sup> FLOOR  
MAIL TO: P.O. BOX 368, THOMASVILLE, NC 27361-0368  
FAX: (336) 475-4258      QUESTIONS: (336) 906-5272

**PROPERTY SITE INFORMATION**

Total acreage / square footage of property:

Name of street: \_\_\_\_\_

Total frontage: \_\_\_\_\_ Depth: \_\_\_\_\_

Structures on property? (If yes, give use, and year built for each structure)

Existing use: \_\_\_\_\_

Names and addresses of property owners within 100 feet on all sides of property for which the request is made.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**The application for a Certificate of Appropriateness (COA) and all supporting information must be received no later than 15 days prior to the Historic Preservation Commission meeting. Incomplete applications will not be reviewed by the Commission.** The Commission meets on the second Tuesday of each month at 5:45 p.m. in the City Council Chambers located on the second floor of the Thomasville Police Building, 7 West Guilford Street. COA applications are reviewed by the Commission in public hearing according to due process. **Applicants and/or their designated representatives are encouraged to attend the public hearing.** The Historic Preservation Commission's action in granting or denying a COA may be appealed by filing notice with the Board of Adjustment within 30 days of the Commission's decision. Appeals are filed in the Department of Planning and Inspections offices.

Upon request, the Commission's Design Review Committee consults informally with the property owner during project planning to advise on the Design Guidelines, the basis of all COA decisions. Such unofficial discussion of the proposed work is not binding upon the Commission in its review of the resulting application.

Certificates of Appropriateness remain in force for the duration of a project. However, if a period of one year passes and no progress has been made toward completing the project, the COA is voided and a new application must be submitted and approved before work may resume.

A new COA application must be submitted for any changes to approved plans. Deviating from approved plans constitutes a violation of the historic district or landmark regulations and is subject to civil penalties.

**The Certificate of Appropriateness does not relieve the property owner from the responsibility of obtaining any other required permits.** Building Permits and other permits may be required even if a Certificate of Appropriateness is not required. For more information contact the Zoning Enforcement Officer at (336) 906-5272.

## STEPS FOR COMPLETING APPLICATION

1. Describe the project completely and clearly stating the nature and extent of the proposed work. Attach additional sheets if necessary. Provide sufficient detail to allow the Zoning Enforcement Officer or Historic Preservation Commission to make an informed decision regarding appropriateness.

### 2. Provide the following documentation:

#### Painting

- Color chips or brochure
- Color names or numbers to be used on each of the following as appropriate: body of house, corner boards, soffit, fascia, cornice molding, exposed rafters, roof brackets, window and door casings, window sash, porch columns, porch railing, porch flooring, porch ceiling, entrance doors, and other

#### Exterior Repairs

- Photograph of repair site for replacement of deteriorated porch railings, columns, steps, or other architectural features
- Description of replacement materials when original materials will not be retained.

#### Re-roofing

- Photographs of slate, terra cotta tile or other distinctive roofing shingles, or other significant roof features that might be disturbed during the work.
- Manufacturer's brochure or sample of replacement shingle or other roofing material
- Description of type and location of roof ventilators and method of flashing

### **Exterior Alterations**

- Scaled elevation drawings for alterations such as adding or removing window or door openings.
- Construction details for adding features such as porch columns and railings.
- Photograph of site of proposed alterations.

### **Additions to Buildings**

- Scaled elevation drawings of all sides of the proposed addition.
- Site plan or survey showing existing conditions and the building footprint with the proposed addition indicating distances to property lines
- Photograph of site of proposed addition
- Material specifications, color, samples and illustrations

### **Landscaping and Site Improvements**

- Site plan showing location of existing and proposed plantings, fences, walls, walks, patios, driveways, parking areas, pools, dumpsters, mechanical equipment, etc.
- Drawing, illustration, photograph, etc. showing design and dimensions of fences, walls, etc.
- Sample or illustration of materials for walks, patios, etc.

### **New Buildings**

- Scaled elevation drawings of all sides of the proposed building
- Site plan showing existing conditions including all trees over 6" in diameter, building footprint and distances to property lines, site improvements including parking area, drives, walkways, fences, walls, out buildings, utilities, lighting, and mechanical equipment, etc.
- Landscape plan showing location, type, and size of new plant materials
- Materials specifications, color, samples, and illustrations

### **Demolition**

- Reason for demolition and proposed reuse of site
- Site plan showing location of trees larger than 6" in diameter and site features such as fences, walls, walks, etc.
- Photographs of all sides of the building to be demolished and streetscape photograph

### **Moving Buildings**

- Reason for relocation
- Site plan showing location of trees larger than 6" in diameter and site features such as fences, walls, driveways, walks, etc.
- Photographs of all sides of the building to be moved.
- Description of any proposed exterior alterations and site plan, landscape plan, etc. if new location is within a historic district boundary

### **Signage**

- Photograph of building or site affected
- Sketch, drawing or photograph of proposed sign design with pertinent dimensions and materials description
- Sketch, plot plan, or description of proposed sign location on building or site