



# Planning & Development

[Development Services Customer Service Center](#)

One Exchange Plaza, Suite 400  
 Raleigh, North Carolina 27601  
 Phone 919-516-2495  
 Fax 919-516-2685

## Raleigh Historic Development Commission – Certificate of Appropriateness (COA) Application



- Minor Work (staff review) – 1 copy**
- Major Work (COA Committee review) – 14 copies**
  - Most Major Work Applications**
  - Additions Greater than 25% of Building Square Footage**
  - New Buildings**
  - Demo of Contributing Historic Resource**
- Post Approval Re-review of Conditions of Approval**

### For Office Use Only

Transaction # \_\_\_\_\_  
 File # \_\_\_\_\_  
 Fee \_\_\_\_\_  
 Amt Paid \_\_\_\_\_  
 Check # \_\_\_\_\_  
 Rec'd Date \_\_\_\_\_  
 Rec'd By \_\_\_\_\_

- If completing by hand, please use **BLACK INK**. Do not use blue, red, any other color, or pencil as these do not photocopy.

Property Street Address

Historic District

Historic Property/Landmark name (if applicable)

Owner's Name

Lot size

(width in feet)

(depth in feet)

For applications that require review by the COA Committee (Major Work), list all properties within 100 feet (i.e. both sides, in front (across the street), and behind the property):

Property Address	Property Address

I understand that all applications that require review by the commission's Certificate of Appropriateness Committee must be submitted by 4:00 p.m. on the application deadline; otherwise, consideration will be delayed until the following committee meeting. An incomplete application will not be accepted.

<b>Type or print the following:</b>		
<b>Applicant</b>		
<b>Mailing Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Date</b>	<b>Daytime Phone</b>	
<b>Email Address</b>		
<b>Signature of Applicant</b> _____		

<b>Minor Work Approval</b> (office use only)	
<p>Upon being signed and dated below by the Planning Director or designee, this application becomes the Minor Work Certificate of Appropriateness. It is valid until _____. Please post the enclosed placard form of the certificate as indicated at the bottom of the card. Issuance of a Minor Work Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City Code or any law. Minor work projects not approved by staff will be forwarded to the Certificate of Appropriateness Committee for review at the next scheduled meeting.</p>	
<b>Signature</b> _____	<b>Date</b> _____

<p><b>Project Categories (check all that apply):</b></p> <p><input type="checkbox"/> Exterior Alteration</p> <p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> New Construction</p> <p><input type="checkbox"/> Demolition</p> <p><b>Will you be applying for state or federal rehabilitation tax credits for this project?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><b>(Office Use Only)</b></p> <p><b>Type of Work</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
---	---

<b>Design Guidelines</b> Please cite the applicable sections of the design guidelines ( <a href="http://www.rhdc.org">www.rhdc.org</a> ).		
Section/Page	Topic	Brief Description of Work

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY CITY STAFF		
	YES	N/A	YES	NO	N/A
<p>Attach 8-1/2 " x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure your application is complete.</p> <p><b>Minor Work (staff review) – 1 copy</b></p> <p><b>Major Work (COA Committee review) – 14 copies</b></p>					
1. <b>Written description.</b> Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.).	<input type="checkbox"/>				
2. <b>Description of materials</b> (Provide samples, if appropriate).	<input type="checkbox"/>				
3. <b>Photographs</b> of existing conditions	<input type="checkbox"/>				
4. <b>Paint Schedule</b> (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>			
5. <b>Plot plan</b> (if applicable). A plot plan showing relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences/walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.	<input type="checkbox"/>	<input type="checkbox"/>			
6. <b>Drawings</b> showing proposed work <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan drawings</li> <li><input type="checkbox"/> Elevation drawings showing the new façade(s).</li> <li><input type="checkbox"/> Dimensions shown on drawings and/or graphic scale.</li> <li><input type="checkbox"/> 8-1/2" x 11" reductions of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snap shots of individual drawings on the big sheet.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>			
7. <b>Fee</b> ( <a href="#">See Development Fee Schedule</a> )	<input type="checkbox"/>				