

For applications that require review by the COA Committee List all properties within 100 feet: 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 5:00 p.m. on the application deadline; otherwise consideration will be delayed until the following committee meeting. An incomplete application cannot be accepted.

Type or Print

Applicant:		
Mailing Address:		
City:	State:	Zip Code:
Date:	Daytime Phone No.	
E-Mail Address:		
(Signature of Applicant):		

MINOR WORK APPROVAL (Office Use Only)

(Minor Work Approval Signature/Date) _____

Upon being signed and dated above 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 its next meeting.

**CERTIFICATE OF APPROPRIATENESS APPLICATION
INFORMATION SHEET
RALEIGH HISTORIC DISTRICTS COMMISSION**

Filing Schedule:

Most applications can be reviewed and approved by staff and can be filed anytime. File your application with the commission by: delivering it to One Exchange Plaza, 3rd Floor or mailing it to PO Box 829, Century Station, Raleigh, NC, 27602. Major work applications (refer to Certificate of Appropriateness list) that require review by the commission's Certificate of Appropriateness Committee must be submitted no later than 5:00 p.m. on the application deadline in order to be heard at the committee's next meeting.

Design Guidelines:

Your application will be reviewed based upon guidelines listed in City Code §10-2052. Copies of the guidelines are available from the commission office or online at www.rhdc.org. It will be helpful to review the guidelines while planning your project to ensure that it meets them. The preservation staff can help you with interpretation of the guidelines.

Preparing Your Application:

When preparing your application, please type or use black ink. Use 8-1/2" x 11" paper for the supporting information that is required. In addition to the written description, supporting information may include a plot plan, photographs, drawings, or samples. Please read the application carefully to determine what may be necessary to describe your project.

Staff Assistance:

It is suggested that you review your application with the preservation staff before the deadline to ensure that it is complete, accurate, and includes sufficiently detailed information. If your proposal cannot be fully understood due to insufficient information, it cannot be determined that the changes meet the guidelines. The City Code instructs the staff not to accept incomplete applications. Submitting an incomplete major work application on the deadline will result in an additional month's delay before the committee can issue a certificate of appropriateness.

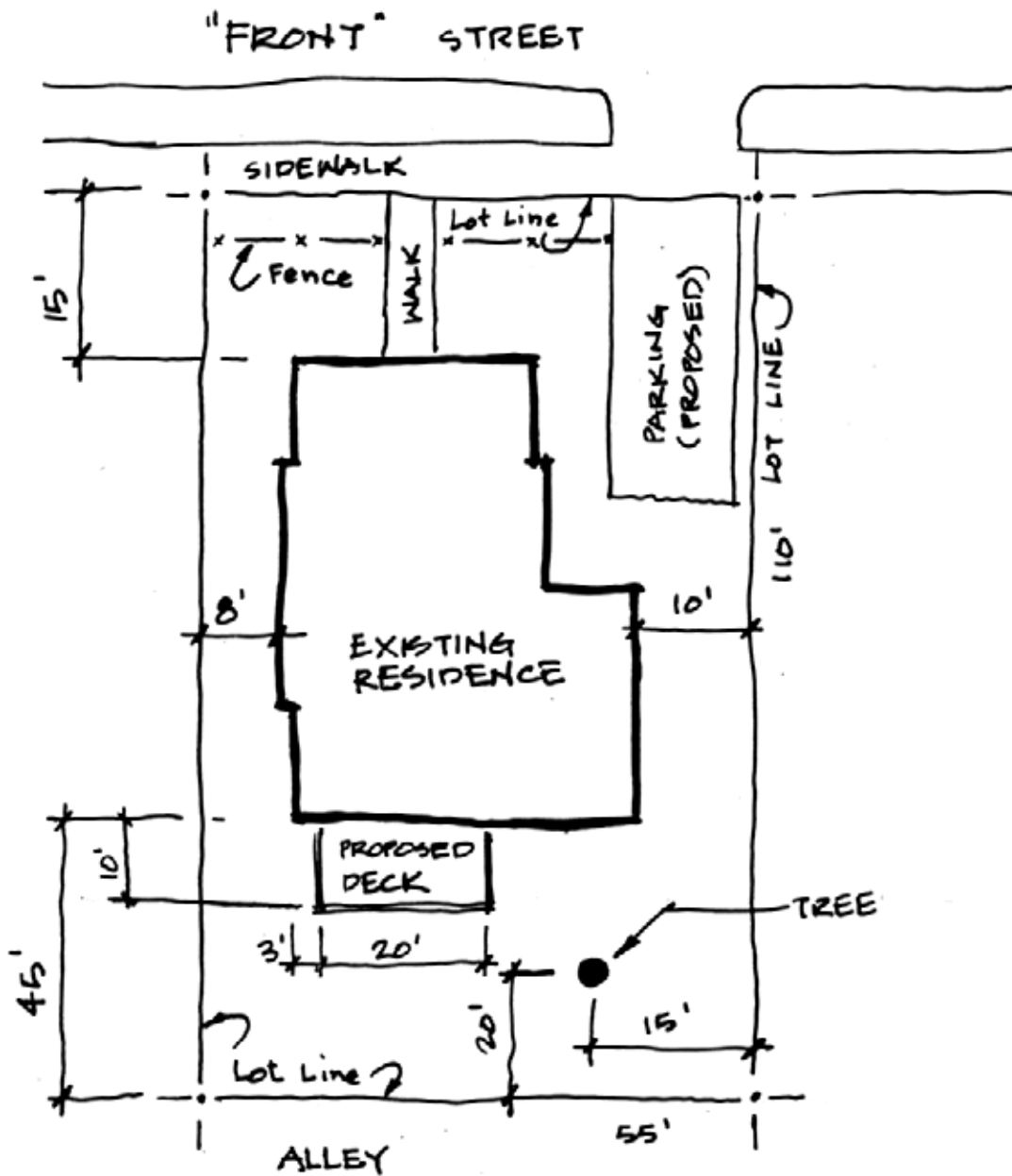
Site Visits:

To understand conditions pertaining to your application, as provided by the City Code commission staff typically will visit your property as part of the review process. Committee members will also visit in cases involving major work.

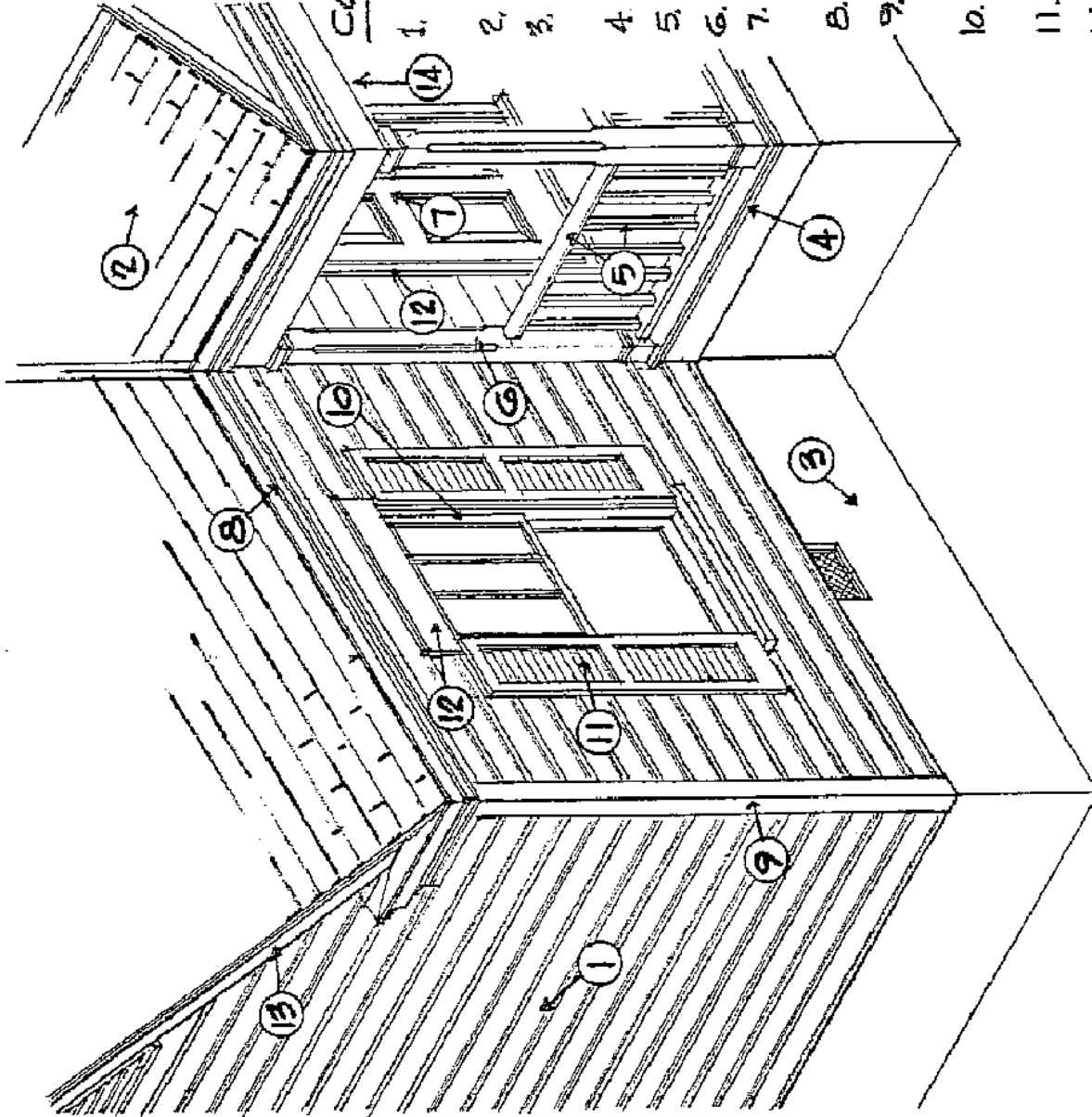
Notification:

If you are filing a major work application, an agenda listing the cases to be heard by the committee will be sent to you about one week before the meeting. The owners of properties within 100 feet of your property will be sent a letter and agenda as their notification of the hearing. A sign will also be posted in front of your property notifying the public that a public hearing is scheduled.

Thank you very much for your interest in Raleigh's historic resources.



SAMPLE PLOT PLAN
 for
 Mr. & Mrs. Boylan Oakwood



COLOR SCHEDULE

- 1. BODY OF HOUSE: _____
- 2. ROOFING: _____
- 3. FOUNDATION: _____
- 4. PORCH FLOOR: _____
- 5. RAILINGS: _____
- 6. COLUMNS: _____
- 7. ENTRANCE DOOR: _____
- 8. CORNICE: _____
- 9. CORNER BOARDS: _____
- 10. WINDOW SASH: _____
- 11. SHUTTER: _____
- 12. DOOR & WINDOW TRIM: _____
- 13. RAKE: _____
- 14. PORCH CEILING: _____

15. OTHER: _____

RALEIGH HISTORIC DISTRICTS

APPLICANT: _____
 ADDRESS: _____

PAINT MFR: _____
 PLEASE SUBMIT COLOR CHIPS WITH THIS SCHEDULE