

ARTICLE XV — CERTIFICATE OF APPROPRIATENESS LIST

The following list is provided as a general outline of the level of review that may be expected for various types of projects that are often undertaken. It is not intended to be comprehensive, and cannot cover every circumstance that will be encountered in a project. The assignment of work to a review category is a guideline and staff may assign a given project a higher level of review.

A Certificate of Appropriateness is not necessary for **Routine Maintenance**, which includes repair or replacement where there is no change in the design, materials, or general appearance of elements of the structure or grounds. Certificates of Appropriateness are issued for all other projects. Any repair or replacement where there is a change in the design, materials, or general appearance is defined as an alteration and needs a Certificate of Appropriateness.

**Minor Work** projects are reviewed by the staff. Staff will refer Minor Work projects to the COA Committee for review if in staff’s judgment the change involves alterations, additions, or removals that are substantial, do not meet the guidelines, or are of a precedent-setting nature.

**Major Work** projects are reviewed by the Commission's COA Committee. In general, major work projects involve a change in the appearance of a structure or site, and are more substantial in nature than routine maintenance or minor work projects, such as new construction, expansion of a building footprint, or significant changes in landscape features.

	<b>TYPE OF WORK</b>	<b>STAFF REVIEW (minor work)</b>	<b>CERTIFICATE OF APPROPRIATENESS COMMITTEE (major work)</b>
0	<b>ROUTINE MAINTENANCE</b> (includes repair or replacement where there is no change in the design, materials, or general appearance of elements of the structure or grounds)	NO REVIEW	NO REVIEW
1	<b>Construction</b> of a new primary structure		X
2	<b>Additions</b> less than 25% to a primary structure		X
3	<b>Additions</b> 25% or greater to a primary structure		X
4	<b>Demolition</b> of any primary contributing structure		X
5	<b>Demolition</b> of any primary non-contributing structure		X
6	<b>Relocation</b> of structures		X
7	<b>Removal</b> of any contributing part of a structure		X
8	Alteration/Removal of <b>Archeologically Significant Features</b>		X
9	Alteration of <b>Accessory Structures</b> with no expansion of building footprint	X	
10	New <b>Accessory Structures</b> with total area less than 144 sq. ft.	X	
11	New <b>Accessory Structures</b> with total area 144 sq. ft. or greater		X

	<b>TYPE OF WORK</b>	<b>STAFF REVIEW (minor work)</b>	<b>CERTIFICATE OF APPROPRIATENESS COMMITTEE (major work)</b>
12	Additions to <b>Accessory Structures</b> with total area less than 144 sq. ft	X	
13	Additions to <b>Accessory Structures</b> with total area 144 sq. ft. or greater		X
14	Demolition of <b>Accessory Structures</b> that are architecturally or historically significant		X
15	Demolition of <b>Accessory Structures</b> that are not architecturally or historically significant with total area less than 144 sq. ft.	X	
16	Demolition of <b>Accessory Structures</b> that are not architecturally or historically significant with total area 144 sq. ft. or greater		X
17	Alteration/Construction/Removal of <b>Architectural Details</b>	X	
18	Alteration/Construction/Removal of <b>Awnings</b>	X	
19	Alteration/Construction/Removal of existing <b>Canopies</b>	X	
20	Alteration of <b>Carports/Porte Cocheres</b>	X	
21	Construction/Addition to/Removal of <b>Carports/Porte Cocheres</b>		X
22	Alteration/Construction/Removal of service/utility <b>Chimneys</b>	X	
23	Alteration/Construction/Removal of character-defining <b>Chimneys</b>		X
24	Alteration/Addition to/Construction of <b>Decks</b> with a maximum height 42" or less	X	
25	Alteration/Addition to/Construction of <b>Decks</b> with a maximum height greater than 42"		X
26	Construction of new <b>Decks</b> with a maximum height 42" or less	X	
27	Construction of new <b>Decks</b> with a maximum height greater than 42"		X
28	Removal of <b>Decks</b>	X	
29	Alteration/Removal of <b>Doors</b> /door openings/trim	X	
30	Installation of <b>Doors</b> /door openings/trim	X	
31	Alteration/Removal of <b>Dormers</b>		X
32	Construction of <b>Dormers</b>		X
33	Construction of <b>Driveways</b>	X	

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34	Alteration/Removal of <b>Driveways</b>	X	
35	Alteration/Construction/Removal of <b>Fences, Walls</b> 42" or less in height	X	
36	Alteration/Construction/Removal of <b>Fences, Walls</b> greater than 42" in height		X
37	Alteration of exposed <b>Foundations</b>	X	
38	Alteration/Construction/Removal of <b>Gardens, Planting Beds, or Shrubbery</b> affecting less than: 25% of front yard area (from house face); 50% of total side and rear yard area (Minor plantings of <b>Flowers</b> and <b>Shrubbery</b> in existing beds is considered Routine Maintenance and no Certificate of Appropriateness is required)	X	
39	Alteration/Construction/Removal of <b>Gardens, Planting Beds, or Shrubbery</b> affecting 25% or more of front yard area (from house face); 50% or more of total side and rear yard area		X
40	Alteration/Construction/Removal of <b>Gutters and Downspouts</b>	X	
41	Construction of <b>Hedges</b> or other <b>Screen Plantings</b> 42" or less in mature height	X	
42	Construction of <b>Hedges</b> or other <b>Screen Plantings</b> greater than 42" in mature height		X
43	Removal of existing <b>Hedges</b> or other <b>Screen Plantings</b> greater than 42" in height		X
44	Pruning of <b>Hedges</b> originally installed for the specific purpose of screening views	X	
45	Alteration/Construction/Removal of <b>House Numbers</b>	X	
46	Review of <b>Landscape Master Plans</b> affecting less than: 25% of front yard area (from house face); 50% of total side and rear yard area	X	
47	Review of <b>Landscape Master Plans</b> affecting 25% or more of front yard area (from house face); 50% or more of total side and rear yard area		X
48	Alteration/Installation/Removal of exterior <b>Lighting Fixtures</b>	X	
49	Alteration/Installation/Removal of <b>Mailboxes</b>	X	
50	Installation/relocation/removal of <b>Mechanical Equipment</b> , such as heating and air conditioning units	X	

	<b>TYPE OF WORK</b>	<b>STAFF REVIEW (minor work)</b>	<b>CERTIFICATE OF APPROPRIATENESS COMMITTEE (major work)</b>
51	<b>Painting</b> when there is a change in color	X	
52	<b>Painting</b> of previously unpainted masonry		X
53	Alteration/Removal of existing <b>Parking Lots</b>	X	
54	Construction of/Addition to <b>Parking Lots</b>		X
55	Alteration/Addition to/Removal of existing <b>Patios</b>	X	
56	Construction of new <b>Patios</b>	X	
57	Alteration of existing <b>Porches</b>	X	
58	Construction/Addition to/Removal of <b>Porches</b>		X
59	Alteration/Addition to/Construction/Removal of <b>Ramps</b> or <b>Lifts</b>	X	
60	Alteration of <b>Roof</b> coverings	X	
61	Alteration of <b>Roof</b> form		X
62	Installation of <b>Satellite Dishes</b> and/or <b>Television Antennas</b>	X	
63	Construction/Alteration/Removal of existing <b>Shutters</b>	X	
64	Alteration/Installation/Removal of <b>Signs</b>	X	
65	Installation of <b>Skylights</b>	X	
66	Alteration/Construction/Removal of exterior <b>Stairs</b> and <b>Steps</b>	X	
67	Construction of new exterior <b>Stairs</b> and <b>Steps</b>	X	
68	Alteration/Construction/Removal of <b>Storefronts</b>	X	
69	Alteration/Construction/Removal of <b>Storm Doors</b>	X	
70	Alteration/Construction/Removal of <b>Storm Windows</b>	X	
71	Alteration/Construction/Removal of exterior <b>Surfaces</b>	X	
72	Alteration/Addition to/Construction of <b>Swimming Pools</b>		X
73	Removal of <b>Swimming Pools</b>	X	
74	Planting of New <b>Trees</b> with a mature size 8 inches and greater in diameter, measured 4-1/2 feet above ground level	X	

	<b>TYPE OF WORK</b>	<b>STAFF REVIEW (minor work)</b>	<b>CERTIFICATE OF APPROPRIATENESS COMMITTEE (major work)</b>
75	Removal of <b>Trees</b> with a combined stem girth of 8 inches and greater in diameter, measured 4-1/2 feet above ground level		X
76	Removal of dead, diseased, or dangerous <b>Trees</b> with a combined stem girth of 8 inches and greater in diameter, measured 4-1/2 feet above ground level when a replacement tree is proposed	X	
77	Removal of dead, diseased, or dangerous <b>Trees</b> with a combined stem girth of 8 inches and greater in diameter, measured 4-1/2 feet above ground level when no replacement tree is proposed		X
78	Removal of <b>Trees</b> with a combined stem girth of 8 inches and greater in diameter, measured 4-1/2 feet above ground level damaging historic resources when a replacement tree is proposed	X	
79	Removal of <b>Trees</b> with a combined stem girth of 8 inches and greater in diameter, measured 4-1/2 feet above ground level damaging historic resources when no replacement tree is proposed		X
80	Pruning of <b>Tree Limbs</b> 4" or greater in diameter	X	
81	Installation/Alteration/Removal of <b>Vents and Ventilators</b>	X	
82	Alteration/Construction/Removal of existing <b>Walks</b>	X	
83	Construction of new <b>Walks</b>	X	
	<b>Walls:</b> see Fences		
84	Alteration/Removal of existing <b>Windows</b> , sash, opening or trim	X	
85	Installation of new <b>Windows</b>	X	
86	Installation of <b>Window Air Conditioners</b>	X	
87	Alteration/Construction/Removal of other non-contributing <b>Appurtenant Features</b> and <b>Accessory Site Features</b> not specifically listed	X	
88	Alteration/Construction/Removal of other contributing <b>Appurtenant Features</b> and <b>Accessory Site Features</b> not specifically listed		X
89	Most changes to previous <b>Certificates of Appropriateness</b>	X	
90	Changes to previous <b>Certificates of Appropriateness</b> deemed by staff to be substantial in nature		X

	<b>TYPE OF WORK</b>	<b>STAFF REVIEW (minor work)</b>	<b>CERTIFICATE OF APPROPRIATENESS COMMITTEE (major work)</b>
91	Renewal of expired <b>Certificates of Appropriateness</b>	X	
92	Review of <b>Programmatic Certificate of Appropriateness</b> applications		X
93	Review of specific exterior changes covered under approved <b>Programmatic Certificates of Appropriateness</b>	X	
94	Removal of any <b>Prohibited Element</b> described in the historic development standards listed in Raleigh City Code § 10-2052	X	
95	Alteration/Construction/Removal of <b>Temporary Features</b> that are necessary to ease difficulties associated with a medical condition, not to exceed 6 months	X	
96	Emergency installation of <b>Temporary Features</b> to protect a historic resource (that do not permanently alter the resource): six month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness	X	
97	Emergency installation of <b>Temporary Features</b> to weatherproof or stabilize damaged property following a natural disaster or declared state of emergency: six month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness	X	
98	Emergency restoration or maintenance of any existing <b>Above-Ground Utility Structure</b> following a natural disaster or declared state of emergency, as long as repair results in substantially the same exterior appearance and location as before the disaster or emergency	X	
99	<b>Work Items</b> not listed here for which a clear citation can be made for conformance with the historic development standards	X	
100	<b>Work Items</b> not listed here that are deemed by staff to be substantial in nature, precedent setting, not addressed by the historic development standards, or not in conformance with the standards		X