

OFFICE USE ONLY

COA # _____ **APPROVALS COMPLETE** Preliminary _____ Final _____

Staff/HPC Received _____ Legal ad _____ Hearing _____ Approve/Deny/Conditions Issued _____

MORGANTON HISTORIC PRESERVATION COMMISSION

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS FOR LOCAL HISTORIC LANDMARKS ONLY

Property Address: _____ City Limits or ETJ:
PIN or Record #: _____ Historic Name: _____

Owner Name: _____ Phone #: _____
Owner Address: _____

Contact Person (if different): _____
Telephone: (Main) _____ (Alternate) _____ (Fax) _____

E-mail address _____
Alternate E-mail address _____

11-8-2012 Form date

PROCEDURE FOR ADOPTION

A Certificate of Appropriateness (COA) shall:

- Only be accepted for hearing *after plans (and all supporting information) sufficiently describing the proposed work* have been submitted to the MHPC staff (Staff shall *evaluate* the plans for completeness and then submit them to the MHPC for review).

Review and approval of all COA application shall be a two step process requiring a preliminary and final plan.

-Preliminary COA review and approval entitles the applicant to begin the work (including obtaining a building permit if required¹).

-Projects of more than two weeks in duration **shall require written project updates** for the MHPC.

-Final review will compare submitted plans(including approved changes) to the actual ,as built, project. Significant changes or delays may require complete resubmission as determine by the commission.

¹ Building inspector may require more extensive plans to be submitted.

THE COA IS NOT CONSIDERED COMPLETE UNTIL THE FINAL , AS BUILT , PLANS HAVE BEEN APPROVED. APPROVAL OF A BUILDING PERMIT (if required) IS NOT CONSIDERED THE FINAL COA APPROVAL BY THE MORGANTON HISTORIC PRESERVATION COMMISSION(MHPC), NOR IS MHPC APPROVAL A SUBSTITUTE FOR BUILDING PERMIT APPROVAL.

PROPOSED ACTION: Check the term(s) which describe your project::

- | | |
|---|---|
| <input type="checkbox"/> Maintenance/Repair-similar | <input type="checkbox"/> Demolition - partial |
| <input type="checkbox"/> Maintenance/Repair-diff | <input type="checkbox"/> Demolition - Complete |
| <input type="checkbox"/> Alteration/Remodeling | <input type="checkbox"/> Moving |
| <input type="checkbox"/> Reconstruction | <input type="checkbox"/> Removal |
| <input type="checkbox"/> Addition | <input type="checkbox"/> ADA compliance |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Color (paint samples required) |
| <input type="checkbox"/> Restoration | <input type="checkbox"/> Other _____ |

INFORMATION REQUIRED: Provide the following checked information with your completed application (reduce as necessary):

- Description of proposed work (be specific)
- Photographs of existing conditions where changes are proposed
- Elevation drawings (showing proposed work)
- Detail drawings (**DRAWINGS ARE REQUIRED**)
- Site Plan/Plot Plan with dimensions (show relationship of all buildings, driveway, sidewalks and trees to property line; identify location of proposed changes)

DESCRIPTION: Describe in detail all proposed activities, attach additional sheets as needed. The Commission reserves the right to require additional information if they find it necessary to understand the proposed activity. In reviewing the application, the Commission will base its findings on the Historic Preservation Guidelines, and may refer to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. (attach additional sheet if necessary)

I affirm that the information contained in this application is accurate and complete and work performed will comply with plans submitted. I also understand that the Certificate of Appropriateness (COA) will not be issued until all work is complete. I further understand that obtaining this COA is necessary for continued compliance with historic landmark status with violations potentially endangering local (and possibly national register if applicable) historic status. Violations may also be subject to fines .

Applicant

Owner (if different)

The below signature of the MHPC Chairman (or his appointee) signifies that all requirements of the Morganton Certificate of Appropriateness have been satisfied for **PRELIMINARY** plan approval .

Chairman, Morganton Historic
Preservation Commission

Date

The below signature of the Chairman (or his appointee) signifies that all requirements of the Morganton Certificate of Appropriateness have been satisfied for **FINAL** plan approval .

Chairman, Morganton Historic
Preservation Commission

Date

*** Applicants (or representatives) must attend hearing or risk dismissal of action on application.**

RETURN TO:

City of Morganton
305 East Union Street.,A100
P.O.Box 3448
Morganton, NC 28680-3448

Questions? (828) 438-5268

INSTRUCTIONS FOR FILING CERTIFICATE OF APPROPRIATENESS APPLICATION

MORGANTON HISTORIC PRESERVATION COMMISSION

Submission Deadline _____ Hearing Date _____
Next Deadline _____ Next Hearing Date _____

- Familiarize yourself with the guidelines applicable to your project. If you do not have a copy of the guidelines, please ask.
- The written description is your opportunity to describe exactly what changes you are proposing to the Commission. Use the checklist on page two(2) of the application as a guide.
(ie: "We plan to replace the porch floor with 3" wide tongue & groove pine. Rotten joists will be replaced, an additional pier will be added for support. While the porch roof is supported, we will remove and repair the columns, reconstruct the rotten bases, and strip the paint off the railing. Railing and columns will be painted cream, matching the trim on the house, and the new floor will be painted gray, and all materials will be reinstalled in their original locations." OR "Siding will be painted light green - Brand X #1234- all trim boards white #1000, and all doors and window sash dark green #1238".)
- If staff has required a site plan, please provide an accurately dimensioned plan showing all structures, driveways, trees, signs, and significant features. You may submit an engineer's survey(by engineer or surveyor) of the property, however, proposed changes and their dimensions **MUST** be noted on the survey.
- **Verify accuracy and completeness of your application; as incomplete applications may not be heard.**
- File this application with the City of Morganton Preservation Planner at:
City of Morganton
305 East Union Street.,A100
P.O.Box 3448
Morganton, NC 28680-3448.

If you have questions, please call 438-5268. The Preservation Planner will gladly assist you in making sure your application is complete.
- The level of the proposed work and its conformity with the Commission guidelines will determine if your application will be reviewed by staff or referred to the Commission.
- The staff and members of the Commission may visit the property in order to familiarize themselves with the existing conditions and the proposal.
- You are **REQUIRED*** to attend the meeting at which the Commission will review your application. This will enable you to verify the facts of the case and answer any questions that are raised by the Commission or neighboring property owners.
- If you have any questions you may contact the preservation office at 438-5268.