



# Historic Preservation Commission

## Certificate of Appropriateness

### Certificate of Appropriateness : Application Process

Application forms, maps, and design standards are available online at [www.wilsonnc.org](http://www.wilsonnc.org).

1. **CONFIRM** that the property is located within a local historic district and that the proposed work will require review.
2. **CONSULT** with the Preservation Planner before filing an application. This will help ensure that an application is as complete as possible.
3. **COMPLETE** and file your application. The deadline for submission is three [3] weeks prior to the next month's meeting. Applications should be submitted to the Preservation Planner as much in advance of the deadline as possible. A detailed meeting and deadline schedule can be found at online at [www.wilsonnc.org](http://www.wilsonnc.org). Applications may be prepared by a property owner or their legally authorized representative; however, the current property owner is always the applicant and must sign the application. Incomplete or illegible applications will be returned to the applicant within seven [7] days of receipt by the Preservation Planner. Applications that do not include the required supporting documentation will be returned to the applicant as incomplete.
4. **COME TO THE MEETING** HPC meetings are held on the first Wednesday of each month at 5:30pm in Council Chambers, City Hall, 112 Goldsboro E. Wilson, NC 27893. Applicants will receive a letter confirming the time and date of the meeting. Applicants, and/or their authorized representatives, are required to attend the HPC meeting to represent their application. If the owner or representative is not present the application is dismissed.
5. **CERTIFICATE OF APPROPRIATENESS** If an HPC application is approved: a Certificate of Appropriateness [COA] is issued to the property owner in the form of a letter with an included window placard to be displayed during work. Applicants who receive HPC approval must follow approved plans. Failure to follow approved plans may delay or prevent the issuance of other permits or certificates of occupancy, or may result in zoning code violations. If an HPC application is denied: the HPC decision may be appealed. Appeals of HPC decisions are made to the Board of Adjustment, which reviews only whether the HPC made a procedural error or had sufficient evidence to make its decision. Without substantial changes, a denied application may not be resubmitted to the HPC for one [1] year from the date of the original HPC denial/decision.

A COA is only valid for the work that was specifically approved by the HPC and is valid for twelve [12] months. Any changes to a project, including alterations required by other reviews such as zoning, or unanticipated circumstances during construction, must be brought back to the Preservation Planner for further review prior to commencing or continuing any work. In some instances, a COA may be extended upon written request prior to the expiration of a valid certificate. It is the applicant's sole responsibility to obtain all necessary building permits and zoning permits for any project.



Historic Preservation Commission  
Department of Planning and Community Revitalization  
112 Goldsboro Street E. Wilson, NC 27893  
Preservation Planner : 252.399.2225 : dcorson@wilsonnc.org

Deemed Complete by the Preservation Planner

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Please complete this application in BLACK or BLUE ink only. PDF Autofill accepted.  
*Illegible/incomplete applications will be returned to the applicant.*  
*Meeting dates and filing deadlines are online at [www.wilsonnc.org](http://www.wilsonnc.org).*

**GENERAL INFORMATION**

Property Address: \_\_\_\_\_  
Applicant Name [Legal Owner of Record]: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Authorized Representative [if applicable]: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is this application filed in response to a violation notice? Yes  No   
Is this application a modification to plans previously approved by the HPC? Yes  No   
Previous HPC Application #: \_\_\_\_\_ Approval Date: \_\_\_\_\_  
Preservation Planner has permission to access the subject property? Yes  No   
Does access to the subject property require special arrangements? Yes  No   
If yes, \_\_\_\_\_



## REQUIRED APPLICATION MATERIALS

PLEASE READ CAREFULLY TO CONFIRM THAT ALL REQUIRED MATERIALS ARE INCLUDED IN COMPLETED APPLICATION PACKET.

*Illegible/incomplete applications will be returned to the applicant.*

*Please check off boxes to show that documentation, as required, has been submitted.*

*All HPC application materials, including photographs, must be submitted on 8.5x11 or 11x17 paper, single-sided, to facilitate electronic scanning, posting, and archiving. Failure to submit on the specified paper may result in a returned application.*

Yes  COMPLETED APPLICATION FORM

Yes  PHOTOGRAPHS

Color photographs [4x6 or larger] clearly depicting current existing conditions at the property are required for all applications. Include a minimum of one [1] street view of the property showing any portions of the building[s] that are visible and a minimum of one [1] photograph of each elevation that will be affected by the proposed work. Images showing details of architectural elements that are to be impacted by the proposed work should also be submitted. Photographs must be printed on 8.5x11 or 11x17 paper. Including historic views of the subject property is encouraged.

Yes  N/A  DRAWINGS

Drawings must include date, scale, cardinal points [N,S,E and W] and proposed materials. If the application proposes modifications to plans previously approved by the HPC, a copy of the previously-approved drawings must be included with the new drawings depicting proposed modifications. *Please note that applications for any major construction require drawings that meet professional standards.*

- Elevation drawings** are required for most projects and should show existing conditions and proposed alterations at all elevations that will be affected by proposed work. [1/4" = 1' scale or larger for most residential scale projects]
- Elevation detail and cross section drawings** are required for proposed projects [including new construction and major alteration] that involve new or altered windows, doors, dormers, porches, trim elements and other new or altered architectural features. [3/4" = 1' scale or larger]
- Full scale details** are required for certain proposed new architectural elements [moldings and other trim elements, for example]
- Site plan** is required for any alteration to existing building footprints, including proposed free-standing construction or additions to existing buildings as well as for the addition of at-grade mechanical equipment. [1" = 20' scale or larger]
- Perspective drawings** [or some other form of perspective depiction, such as photomontage] may be required for proposed new free-standing construction or substantial alteration of existing building or sites.

Yes  N/A  MATERIALS/PRODUCT LITERATURE

Product literature and/or manufacturer specification sheets for stock items shall also be submitted. Material samples may be requested on a case-by-case basis.

### SIGNATURE

*I certify that [i] I am the Legal Owner of Record, or legally authorized to sign on behalf of the property's Legal Owner of Record, and [ii] all of the information provided in and with this application is true and accurate to the best of my knowledge.*

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_