



Office Use Only	
Case Number:	_____
Historic Name:	_____
NR/LHL#:	_____
Application Accepted as Complete:	_____

**Certificate of Appropriateness Application
Major Work**

Property Address: _____ **TAX PIN#:** _____

Local Historic Landmark: Yes No **Landmark Name:** _____

Local Historic or Historic Overlay District: No Old Salem Bethabara West End

Name of Applicant/Contact: _____

Email Address: _____ Telephone Number (Daytime): _____

Mailing Address (Street or Box): _____
City: _____ State: _____ Zip: _____

Property Owner (if different from above): _____

Email Address: _____ Telephone Number (Daytime): _____

Mailing Address (Street or Box): _____
City: _____ State: _____ Zip: _____

Type of Work (Check all that apply):

- Relocation Exterior Alteration New Construction or Addition
 Demolition Landscaping/Site Alteration Interior Alteration (Local Historic Landmarks Only)

Is this an after-the-fact application (an application for a project that has been initiated or completed prior to obtaining the required COA from the Commission in violation of the UDO)? Yes No

The application is not complete without the required fee.

Submission Requirements Checklist

The application along with all supporting information must be filed at least twenty-one (21) days prior to the next regularly scheduled meeting of the Forsyth County Historic Resources Commission. The Commission meets the first Wednesday of each month at 4:00 pm in the Public Meeting Room, Room 530, Fifth Floor, Bryce A. Stuart Municipal Building, 100 East First Street, Winston-Salem, NC.

- Sixteen (16) Copies of Application.** Submit sixteen (16) copies of the application and all supporting documentation. Additionally, a digital file of the application and supporting documentation, including photographs, is encouraged and may be submitted via email or in DVD format. Please contact Commission staff for details on digital submission information. Commission staff can review digital submission; however, a COA will not be processed until an original signed application is received.
- Detailed Description of Project.** Attach a detailed description of the activity for which you are seeking a Certificate of Appropriateness. Handwritten descriptions will not be accepted.
- Drawings, Samples, Site Plans, Specifications, Etc.** Submit plans, elevations, photographs, or other illustrative information necessary to explain the application. Such information may include detailed plans showing existing and proposed conditions, material samples or product information, descriptions of building materials, landscaping/site plans, photographs, etc. Architectural drawings, construction details, landscape plans, etc. must be legible, but printed on paper no larger than 11"x17". Refer to the reverse side of this form for further details on information to be submitted.
- List of Adjoining Property Owners** (not applicable for Local Historic Landmark properties). Submit a list of the names, mailing addresses, and tax block/lot numbers of property owners within 100 feet on all sides of the property, including across the street. This information may be obtained from the Forsyth County Tax Office at (336) 703-2300 or on the county's website at <http://www.forsyth.cc/tax/geodata.aspx>.

Note: Applications that do not provide adequate documentation or required materials will be noted as incomplete and may result in delays in the Commission's hearing of the application and/or denial of the request. Revisions made to the applications after the submittal deadline and prior to the Commission hearing may be continued to the following month's hearing. The Commission reserves the right to require additional information if it believes that the submission of such information is necessary to understand the nature of the intended activity.

Signature of Applicant/Contact: _____ Date: _____

Information To Be Submitted With Application

Relocation

- Describe any site features that will be altered or disturbed, including foundations, walls, fences, driveways, walks, vegetation, etc.
- If the structure is to be relocated within a District or Landmark property, describe the new site and any proposed changes, and submit a site plan, landscape plan, etc. of the relocated structure on the proposed new site.

Demolition

- Describe any site features that will be altered or disturbed, including foundations, walls, fences, driveways, walks, vegetation, etc.
- Describe in what condition the site will be left after demolition.

Exterior Alteration

Describe clearly and in detail all work to be done. Include the following items where appropriate:

- Sketches, photographs, specifications, product literature, or other description of proposed exterior changes. Scaled drawings will be required for major changes in design for such items as roofs, façades, porches, or prominent architectural features.
- Paint color selections (Old Salem, Bethabara, and Local Historic Landmarks).
- Color and type of brick and/or mortar to be used.
- Samples of proposed materials when the original material will not be retained.
- Description of construction methods.

Landscaping/Site Alteration

Describe clearly and in detail all work to be done. Include the following items where appropriate:

- Site information including the location of trees (6" dbh* in the Old Salem and Bethabara Historic Districts, and on Local Historic Landmark properties; 8" dbh in the West End Historic Overlay District), parking areas (including driveways), walls, fences, outbuildings, or other such features where major site improvements are proposed.
- Landscape plan with measured distances/dimensions for new parking areas or other major site alterations.
- For landscape plantings, descriptions of proposed species.
- Provide approximate diameter of trees 6" dbh and larger (Old Salem, Bethabara, Local Historic Landmarks) and 8" dbh and larger (West End) proposed for removal, as well as the species and reason(s) for the request.

New Construction or Addition

Describe the nature of the proposed project. Include the following items where appropriate:

- Site plan showing building footprint and distances to property lines.
- Scaled evaluation drawings of each facade, including description of fenestration and specifications that clearly show the proposed appearance of the project.
- Photograph(s) of the site.
- Paint color selections (Old Salem, Bethabara, and Local Historic Landmarks).
- Specifications, samples, and/or other description(s) of materials to be used.
- Drawings and description(s) of site alterations including fences, walls, walks, lighting, mechanical equipment, pavement, patios, decks, etc.
- In the case of reconstructing a documented historic structure, submit a summary of the history of the site. Historical documentation and physical evidence regarding the proposed reconstruction should be submitted.

Interior Alteration (Local Historic Landmarks only)

- Sketches, photographs, specifications, product literature, or other description of proposed changes to the interior space. Accurate scaled drawings will be required for major alterations.
- Paint color selections.
- Samples of proposed materials when the original material will not be retained.
- Description of construction methods.

* dbh = diameter at breast height (4½' from ground level)

Return Application To:
Historic Resources Commission P.O. Box 2511 Winston-Salem, North Carolina 27102
