



Forsyth County Historic Resources Commission

Office Use Only

Case Number: _____

Historic Name: _____

NR/LHL#: _____

Application Accepted as Complete: _____

Certificate of Appropriateness Application Minor Work

Address of Property: _____ 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: _____

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.

Minor Works projects are types of exterior work that are more substantial than Routine Maintenance, and can be reviewed by Historic Resources Commission staff. Minor Work projects are eligible for staff approval, provided that the projects meet all relevant current policies adopted by the Commission and the specifications of the *Forsyth County Design Guidelines for Local Historic Landmarks or Old Salem or Bethabara Historic District Guide to the Certificate of Appropriateness (COA) Process and Design Review Guidelines* or West End Historic Overlay District Design Review Guidelines, whichever are appropriate. Each set of guidelines includes a complete list of Routine Maintenance, Minor Work, and Major Work projects. Please refer to the appropriate set of guidelines and to verify that category a proposed project will be classified as contact Commission staff.

Staff has the discretion to refer Minor Work projects to the Commission for any reason. Staff must refer Minor Work projects to the Commission if the changes involve alteration, addition, or removals that are substantial, do not meet the *Guidelines*, or are of a precedent-setting nature. Staff does not have the authority to deny a Minor Work project.

Before a Minor Work project can be reviewed, an applicant must first submit this Certificate of Appropriateness (COA) application with Commission staff. Commission staff can review digital submission; however, a COA will not be processed until an original signed application is received.

Submission Requirements Checklist

A complete Minor Work application can be submitted to Commission staff at any time. Application should be submitted to Forsyth County Historic Resources Commission staff at the Bryce A. Stuart Municipal Building, 100 East First Street, Winston-Salem, NC.

- One (1) Copy of Application.** Submit one (1) copy 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. 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.

Signature of Applicant/Contact: _____ Date: _____

Information To Be Submitted With Application

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.
- 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.
- Specifications, samples, and/or other description(s) of materials to be used.
- Drawing(s) and description(s) of site alterations including fences, walls, walks, lighting, mechanical equipment, pavement, patios, decks, etc.

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
