

# HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

## **FOR STAFF USE ONLY**

Project Number \_\_\_\_\_

Date Received \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Administrative Review \_\_\_\_\_

Commission Review \_\_\_\_\_

## **Applicant's Relationship to the Property Owner (Check the one that applies):**

- Owner
- Legal Representative of the Owner (must attach Affidavit of owner's permission for this action)
- Developer (must attach Affidavit of owner's permission for this action)
- Other, specify (must attach Affidavit of owner's permission for this action)  
\_\_\_\_\_

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Property Address: \_\_\_\_\_ Tax ID Number: \_\_\_\_\_

The following Certificate of Appropriateness is requested for (please provide a brief description of the proposed project, attached additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Required materials for all applications:**

- Completed application form. Describe clearly and in detail the nature of the proposed project. Attach additional sheets if necessary.
- Photographs of site and existing conditions, as well as any proposed materials.
- Site plan showing property lines, existing and proposed changes

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**Incomplete applications will not be processed and will not be accepted after the 30-day deadline.**

If your project is required to be heard by the commission, you or a representative will need to attend the meeting. If you are signing on behalf of a business (such as an LLC), you must include your title with the company

By signing and submitting this document, I agree that all signatures where required may be Electronically Signed by either party pursuant to NCGS 66-315(b).

**Applicant (printed):** \_\_\_\_\_

**Applicant (signed):** \_\_\_\_\_

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

**Owner (printed):** \_\_\_\_\_

**Owner (signed):** \_\_\_\_\_

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