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\_\_\_\_\_  
zoning district

# Historic District Commission Certificate of Appropriateness

**Fee:** \$1 per \$1,000 of construction costs, or a minimum of \$10, payable when the application is submitted.

**Additional Permits may be required:** Zoning Compliance Permit, and/or an Orange County Building Permit. Additional fees may be required with these permits.

**No-permit Penalty:** Work begun without necessary permits and approvals will be charged a \$100 permit fee or review and/or permit fees will be doubled, whichever is higher.

\_\_\_\_\_  
**Applicant Name**

\_\_\_\_\_  
**Property owner (if different than applicant)**

\_\_\_\_\_  
**Applicant's mailing address**

\_\_\_\_\_  
**Property owner's mailing address**

\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**Applicant's phone number**

\_\_\_\_\_  
**Property owner's phone number**

**Address of project:** \_\_\_\_\_

**Type of work (e.g., new construction, addition, roof, outbuilding, fence, etc.):**  
\_\_\_\_\_

**Estimated Cost of Construction:** \$ \_\_\_\_\_

**PROCEED TO THE NEXT PAGE**

<b>STAFF USE ONLY:</b>	
COA fee (\$1 per \$1000 of Construction Costs, \$10 minimum):	Amount: \$ _____
<input type="checkbox"/> After the fact application: (\$100 or double the COA fee)	Amount: \$ _____
	Total due: \$ _____
COA fee paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Received by/Date: _____

## SUBMITTAL REQUIREMENTS

The following documents and plans are required to accompany your COA application in order for it to be deemed complete. The Historic District Commission will not accept incomplete applications. Attach as many sheets as necessary. Planning staff will determine when all submittal requirements have been met and fees have been received.

### All applications must include the following documents and plans:

- A typed narrative describing the proposed work (1 paragraph).
- Drawings/renderings that show all related measurements as well as existing and proposed work (provide 10 copies if larger than 11x17 or color). This may include:
  - Site Plans
  - Elevations
  - Landscaping Plans (if appropriate)
  - Tree Survey (if appropriate)
  - Sign Specifications (if appropriate)
- A list of proposed materials for all new exterior elements and features. This may include siding, trim, roofing, foundation, windows (sash, frames, sills, panes), shutters, awnings, doors, porch and deck flooring, handrails, columns, patios, walkways, driveways, fences, landscaping walls, and signs.
- Optional but advised: Photographs, material samples, any other documents, plans, or drawings that will help to clarify the work you are proposing (provide 10 copies of all color photographs and/or drawings).

**If your application is for a proposal that includes a change to the building footprint of an existing structure or the construction of a new structure or building, you must provide all items listed above, as well as scaled architectural plans, as described below:**

- Scaled architectural plans that show existing and proposed work (provide 10 copies if larger than 11x17 or in color) including:
  - Site Plans – showing actual footprint and including property lines (existing and proposed)
  - Elevations – showing dimensions and roof pitches (existing and proposed)
  - Landscaping Plans (if appropriate)
  - Tree Survey (if appropriate)
  - Sign Specifications (if appropriate)

More information on the Historic District Commission, including an electronic copy of the Historic District Design Guidelines, and a description of the process to obtain a Certificate of Appropriateness can be found on the Town of Hillsborough's website: <http://www.ci.hillsborough.nc.us/content/historic-district-commission>

**I acknowledge that I am aware that the Standards of Evaluation and Historic District Design Guidelines are the criteria by which my proposal will be evaluated for compatibility, and that both documents are available on the Town website and in the Planning Department.**

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF PROPERTY OWNER.**

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Applicant's signature

date

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Property Owner's signature

date