



Durham City-County Planning Department



ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS APPLICATION

Property Information

Case Number (STAFF ONLY):		PID:
Site Address:	PIN:	
Local District :	Local Landmark: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Local District Classification: <input type="checkbox"/> Contributing (includes pivotal) <input type="checkbox"/> Non-Contributing (includes intrusive) <input type="checkbox"/> Not listed		
National Register District:	Tax credit project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this an amendment to a previously approved COA? <input type="checkbox"/> Yes <input type="checkbox"/> No	Prior COA Case #:	
Scope of Work: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Modification(s) <input type="checkbox"/> Demolition <input type="checkbox"/> Site Work <input type="checkbox"/> Sign(s)		

Property Owner

Name:	Telephone:
Contact Person:	Email:

Certification: I (We), the undersigned, do hereby make an application for a Certificate of Appropriateness (COA) for the following proposals and plans to be undertaken within the boundaries of a Durham Historic District or Landmark. I (We) also understand that all the required information must be supplied for this application to be considered complete and valid for a Certificate of Appropriateness.

Owner Signature

Date

Applicant (Designer or Builder)

Name:	Affiliation:
Contact Person:	Telephone:
Address:	Fax:
City/State/ZIP:	Email:

Tracking Information (Staff Only)

Date received:	Received by:	Fee: \$26.00
Case Planner:	Final Action:	Action Date:

Application Attachments Checklist

The following items must be submitted as part of this application:	Quantity	Staff Use
<input type="checkbox"/> Scope of Work Description: Describe the specific change(s) being proposed, including all elements or components being added, removed or changed. List dimensions, materials, and finishes for all components of the project. Be as detailed and clear as possible. Staff can provide examples of scope of work descriptions upon request. NOTE: Items which are not listed in the scope of work will not be able to be approved and may require a separate COA application and fee.	2	
<input type="checkbox"/> Local Review Criteria Compliance Statement: Provide a written description of how the project complies with the applicable local review criteria from the preservation plan for your local historic district or with the Secretary of the Interior's Standards for Rehabilitation for local landmarks. Copies of the criteria and standards are available online or from staff.	2	
<input type="checkbox"/> Drawings: <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan (showing proposed buildings, paved areas, plantings, signs, and lights) <input type="checkbox"/> Exterior Elevations (for all projects, except site work only) Drawing Format: <ul style="list-style-type: none"> <input type="checkbox"/> Drawings must be to scale, with dimensions clearly indicated for all proposed work. <input type="checkbox"/> All building and site materials must be labeled. <input type="checkbox"/> All sheets in the submittal must be the same size. <input type="checkbox"/> Include a copy of the drawings described above in a digital format. NOTE: Staff reserves the right to reject drawing materials that lack sufficient detail to show the appearance and architectural design of the buildings.	2	
<input type="checkbox"/> Photographs: <ul style="list-style-type: none"> <input type="checkbox"/> Photographs showing all sides of the structure. <input type="checkbox"/> Close-up photographs of areas of proposed changes. <input type="checkbox"/> Photographs of the adjacent structures (for new construction, additions, outbuildings, fences, or walls). Photograph Format: <ul style="list-style-type: none"> <input type="checkbox"/> Printed photographs - images must measure at least 3½ by 5 inches, be on an 8 ½ x11 sheet, and have clear identifying labels on each image. <input type="checkbox"/> Digital photographs - must be at least 300 dpi and at least 3½ by 5 inches, in JPEG or PDF format, clearly labeled either on the image. <input type="checkbox"/> Image labels should identify the site and specific view or element depicted. 	2	
<input type="checkbox"/> Other Explanatory Material: Any other supporting statements, drawings, or materials that will assist in clearly communicating the proposed plans for the site and structure.	2	
<input type="checkbox"/> Previous Application Information: If this application is for an amendment to a COA or for a property for which a previous application was denied, attach a description of the changes in the plans for this application or of substantial changes in the conditions of the historic property since the initial application.	1	
<input type="checkbox"/> Application Fee: A check made payable to the City of Durham in the amount of:	\$26	

Submittal Instructions

Deadline: Administrative COA applications may be submitted any day during regular business hours.

Submit To: Lisa Miller **OR** Urban Design Staff
 Durham City-County Planning Department
 101 City Hall Plaza, Durham, NC 27701