# INSTRUCTIONS TO APPLICANTS FOR CERTIFICATES OF APPROPRIATENESS - MINOR WORKS

### **Town of Southern Pines**

### A. Application Procedures

Applications for Certificates of Appropriateness are available from the Planning Department. Completed applications should be filed with the Planning Department by 5:00 PM no later than (25) twenty-five working days prior to the scheduled monthly meeting of the Town of Southern Pines Historic District Commission. The fee of \$25.00 must be paid with the application.

For applications to be accepted by the Planning Department, they must be accompanied by:

• <u>Ten (10) copies</u> of all drawings, photographs, specifications and complete descriptions necessary to completely describe the proposed work. (See Section B)

CERTIFICATES OF APPROPRIATENESS ARE VALID FOR ONE (1) YEAR FROM DATE OF ISSUE.

Each member of the Town of Southern Pines Historic District Commission receives a copy of the application to review prior to the meeting. The application must be typed, written and drawn in black ink <u>ONLY</u> to insure legible photocopies. Applications prepared in other colored inks and/or colored pencils will not be accepted.

All information submitted with an application will be retained by the Town of Southern Pines Historic District Commission.

### B. Information required for a Certificate of Appropriateness

1. Exterior alteration or repair.

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

- A. Drawings, descriptions, specifications, manufacturer's illustrations or other description of proposed changes to the exterior of the building, new additions or site improvements. Drawings with accurate measured distances are required for major changes to the exterior of the building, new additions or site improvements. Drawings with accurate measured distances are required for major changes in design for such items as roofs, facades, porches and prominent architectural features.
- B. Photographs of existing conditions, including details as necessary.
- C. Color schedule/samples.
- D. Color of brick and type of mortar to be used for masonry work.
- E. Samples of proposed materials when the original material will not be retained.

- F. Site information including the location of all large trees, parking areas, walls, fences, outbuildings, or other landscape features of note where major site improvements are proposed.
- G. Landscape plan with measured distances for new parking areas or other major improvements.

#### 2. **New Construction:**

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

- A. Site plan with measured distances.
- Elevation drawings of each façade and specifications, which clearly В. show the exterior appearance of the proposed project, including dimensions.
- Photograph of the proposed site and surrounding properties. C.
- Landscape plan with measured distances for new parking areas or D. other major site improvements.
- E. Color schedule/samples.
- F. Samples or other description of materials to be used.
- G. Drawings or other description of site improvements: fence, walls, walks, lighting, pavement, patios, decks, etc.

#### **Demolition of Structures:** 3.

- A. Describe the structure and give reason for demolition. Include a photograph. If the structure is to be relocated within the District, describe any proposed changes.
- Describe the proposed site, including landscaping. B.

#### 4. **Relocation of Structures:**

- A. Give the reason for the relocation. Include a photograph. If the structure is to be relocated within the District, describe any proposed changes.
- B. Describe any site features, which will be altered or may be tc.

	disturbed, including foundation, walls, driveways, vegetation,	et
Date Received:	By:	

# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

With this application, I apply for a Certificate of Appropriateness for work that may change the exterior appearance of a property within the Southern Pines Historic District or which is a designated historic landmark.

Property location:	
Owner:	
Owner's mailing address:	
Applicant (if different from owner):	
Relationship to owner:	
National Register Property Yes	No
Type of work (check appropriate):	
Exterior Alteration or Repair	Awnings
New Construction	Parking / Loading
Demolition of Structure	Reconstruction
Relocation of Structure	Restoration
Landscaping/Natural Features	Other
Signature of Applicant:	
Date: Telephone:	

### Attachment 1

# **WRITTEN DESCRIPTION:**

Describe clearly and in detail the nature of your project. Attach additional sheets of written descriptions as necessary to completely describe the project.

# **AUTHORITY FOR APPOINTMENT OF AGENT**

The undersigned owner,				
does hereby appoint:				
as his/her or its exclusive agent for the purpose of making application to the Historic District Commission for a <i>Certificate of Appropriateness</i> on the property described in the attached application. The owner does agree that this agent has the authority to do the following acts for and on behalf of the owner.				
	1.	To submit a property application and the required supplemental materials.		
	2.	To appear at public meetings and to give representation and comments on behalf of the owner.		
	3.	To accept conditions or recommendations made for the issuance of the <i>Certificate of Appropriateness</i> on the owner's property.		
	4.	To act on the owner's behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of any application for a <i>Certificate of Appropriateness</i> under the Southern Pines Zoning Ordinance.		
This agend Appropriat	5 975.0	ment shall continue in effect until final resolution of this Certificate of		
Гhis		_ day of		
Agent sign	ature:			
Owner's si	gnature			