



Certificate of Appropriateness - Minor Work Application

A Minor Work is exterior work that involves the repair and/or partial replacement of an architectural feature or building element but does not involve a significant alteration or addition to the existing building or structure. For a full list of classified minor works please visit:

<https://www.southernpines.net/DocumentCenter/View/280/Historic-District-Design-Guidelines>

REQUIRED APPLICATION MATERIALS:

_____ **Application fee** in the amount of **\$60.00**.

SCAM ALERT! Please disregard any email correspondence requesting payment of application fees not received from noreply@smartgovcommunity.com generated by the SmartGov online portal!

_____ **Completed Application** for a Certificate of Appropriateness – Minor Work signed by the applicant. Please do not leave anything blank and make sure that all of the information provided is correct.

_____ **Appointment of Agent**, if applicable, signed by the **property owner(s) and the agent** as evidence that the current property owner(s) approve(s) of the proposed work.

_____ **Deed** copy to provide proof of ownership and property boundaries.

_____ **Project description:** Please tell us what currently exists and what changes you are proposing. Please attach written descriptions, maps, illustrations/renderings, photographs, material samples, etc. as necessary.

_____ **Written narrative:** Please address your applications compliance with the following criteria:

UDO §2.45.5 Criteria for a Certificate of Appropriateness – Minor Work

- *Compliance with the Unified Development Ordinance (UDO) and the Historic District Design Guidelines*

_____ **Electronic copy** (pdf) of all application materials submitted to plan@southernpines.net.

If the Certificate of Appropriateness - Minor Work is an application for a sign within the Historic District the following criteria is also applicable:

UDO §4.6.7 (H) Total Sign Area and §4.6.22 (A-H) Signs Within the Historic District

- *Signs in the Historic District are restricted to monument signs, wall signs, projecting signs, canopy signs, awning signs, and certain temporary signs as set forth in UDO § 4.6.16.*
- *One (1) monument sign is permitted per parcel and must be located on private property. The maximum area allowed for a monument sign is ten (10) square feet and the maximum height is four (4) square feet. Monument signs may not be located in sight-distance triangles or interfere with pedestrian/vehicular traffic.*

- *One (1) wall sign is permitted for establishments with one street frontage. If an establishment is located on a corner with two frontages, an additional wall sign is permitted. Two (2) wall signs may also be permitted if an establishment's parking is not located between the establishment and the street. The maximum area permissible for a wall sign is six (6) square feet.*
- *One (1) projecting sign per separate establishment is permitted. Maximum permissible area for a projecting sign is four (4) square feet. The bottom edge of any permitted sign must leave no less than seven (7) feet clearance between the sign and the sidewalk.*
- *Canopy signs may be suspended on the underside of a canopy. The maximum area permissible for a canopy sign is four (4) square feet. All canopy signs must leave no less than seven (7) feet of clearance between the sign and the sidewalk.*
- *Awning signs are permitted on awning valences and shall not exceed six (6) square feet in area or cover more than twenty (20) percent of the awning area.*
- *Window signs may be affixed, painted, or placed on or in a window and may not exceed forty (40) percent of the total window area.*
- *The maximum total sign area for all combined signs that may be permitted for an establishment with one street frontage is fifteen (15) square feet and for establishments with two street frontages is twenty-five (25) square feet.*

REVIEW AND APPROVAL:

1. **Staff review:** Planning staff will review the application and notify the applicant if additional information or materials are needed. It is the applicant's responsibility to demonstrate compliance with applicable criteria.
2. **Issuance of Certificate of Appropriateness:** If the request is approved, a Certificate of Appropriateness - Minor Work setting forth any conditions of approval will be issued to the applicant. All construction associated with the project must comply with the Certificate of Appropriateness.

PLANNING DEPARTMENT
TOWN OF SOUTHERN PINES
 801 SE Service Road, Southern Pines, NC 28387
plan@southernpines.net (910) 692-4003 www.southernpines.net



Certificate of Appropriateness – Minor Work

Date Received: _____ Fee Paid: _____ Case No.: HD- _____ - _____

Project Information:

Street Address: _____

PIN: _____ PARID: _____

Site Size: _____ Zoning: _____

Applicant:

Name(s): _____

Email: _____ Phone: _____

Mailing Address: _____

Authorized Agent, if different from Applicant:

Name(s): _____

Email: _____ Phone: _____

Mailing Address: _____

Legal Property Owner(s), if different from Applicant:

Name(s): _____

Email: _____ Phone: _____

Mailing Address: _____

TO THE TOWN OF SOUTHERN PINES PLANNING DEPARTMENT STAFF:

I submit this application for a **Certificate of Appropriateness – Minor Work** to make the following change(s) which may alter the exterior appearance of property within the Town of Southern Pines Historic District:

Date: _____ Applicant _____

Note: The attached **Appointment of Agent** form must be submitted if the Applicant is not also the property owner.

APPOINTMENT OF AGENT

The undersigned **property owner(s)**, _____, hereby appoint(s) _____ as the exclusive agent for the purpose of making an application to the Town of Southern Pines for a **Certificate of Appropriateness – Minor Work** on the property described in the foregoing application. The property owner(s) hereby agree(s) that this agent has the authority to act for and on behalf of the property owner(s) as follows:

1. to submit an application and required supplemental materials;
2. to appear at public meetings and give representation and comments on behalf of the owner(s);
3. to accept conditions or recommendations made by the Town of Southern Pines Planning Department staff for the issuance of a **Certificate of Appropriateness – Minor Work** on the subject property; and
4. to act on behalf of the property owner(s) without limitations with regard to any and all things directly or indirectly connected with or arising out of any application for a **Certificate of Appropriateness – Minor Work** under the Southern Pines Zoning Ordinance and the Southern Pines Historic District Design Guidelines.

This Appointment of Agent agreement shall remain in effect until final resolution of this application.

Signed this _____ day of _____, _____.

Signature of Property Owner

Please Print

Signature of Authorized Agent