



Address of Property: _____

Tax Block Number(s): _____ Tax Lot Number(s): _____

Historic District: (Check One) Old Salem Historic West End Historic Overlay Bethabara

Local Historic Landmark: (Check One) Yes No

If yes, is the property located within one of the 3 historic districts listed above? (Check One) Yes No

District Name (if applicable): _____

Landmark Name: _____

Applicant/Contact: _____

Telephone Number (Daytime): _____

Mailing Address: Street or Box: _____

City, State and Zip: _____

Property Owner (if different from above): _____

Telephone Number (Daytime): _____

Mailing Address: Street or Box: _____

City, State and Zip _____

Project Architect/Engineer/Contractor (if applicable): _____

Telephone Number (Daytime): _____

Type of Work (Check All That Apply)

- Exterior Alteration Landscaping/Site Alteration Interior Alteration (Local Historic Landmarks only)
- New Construction or Addition Relocation Demolition

Submission Requirements Checklist

The application along with all supporting information must be filed at least twenty-one (21) days prior to the next regularly scheduled meeting of the Forsyth County Historic Resources Commission. The Commission meets the first Wednesday of each month at 4:00 pm in the Public Meeting Room, Fifth Floor, Bryce A. Stuart Municipal Building, 100 East First Street, Winston-Salem, NC.

- Thirteen (13) Copies of Application. Submit thirteen (13) copies of the application and all supporting documentation. Application forms or information sent via facsimile or e-mail will not be accepted.
- Detailed Description of Project. Attach a detailed and typewritten description of the activity for which you are seeking a Certificate of Appropriateness.
- Drawings, Samples, Site Plans, Etc. Submit plans, elevations, or other illustrative information necessary to explain the application. Such information would include detailed plans showing both existing and proposed conditions, material samples or product information, description of building materials, landscaping/site plans, photographs, etc. Architectural drawings, construction details, landscape plans, etc. should be printed on paper no larger than 11"x17."
- List of Adjoining Property Owners (not applicable for Local Historic Landmark properties). Submit a list of the names, mailing addresses, and tax block/lot numbers of property owners within 100 feet on all sides of the property, including across the street. This information may be obtained from the Forsyth County Tax Office at (336) 703-2300 or on the county's website at <http://www.forsyth.cc/tax/geodata.aspx>.

Refer to the reverse side of this form for further instructions on information to be submitted, as well as important notes related to the Certificate of Appropriateness process. Failure to supply adequate documentation or required materials will result in delays in processing the application and/or denial of the request. Revisions made to applications after submittal deadline and prior to the Commission hearing may be considered at the following month's hearing.

I, the undersigned, understand that if the Forsyth County Historic Resources Commission issues a Certificate of Appropriateness (COA) for the above work, the COA will be valid for a period of twelve (12) months from the date of issuance. If a building or demolition permit is required to perform work authorized by a COA, such permit must be obtained within twelve (12) months from the date of COA issuance. Failure to comply with the twelve (12) month time limit will expire the COA. The COA may be renewed by Commission staff within twelve (12) months of its original issuance. All other renewals of an expired COA may only be made by the Commission. The undersigned also acknowledges the fact that it will be necessary for the Commission members and/or staff to make site visits at any time before, during, or after the COA application review process, including for enforcement purposes.

Signature of Applicant/Contact

Date

Signature of Owner (if different)

Date

Information To Be Submitted With Application And Important Notes

Exterior Alteration

Describe clearly and in detail all work to be done.

Include the following items where appropriate:

- Sketches, photographs, specifications, product literature, or other description of proposed changes to the building façade or roof, new additions or site improvements. Accurate scaled drawings will be required for major changes in design for such items as roofs, facades, porches, or prominent architectural features.
- Paint color selections (Old Salem, Bethabara, and Local Historic Landmarks).
- Color and type of brick and/or mortar to be used.
- Samples of proposed materials when the original material will not be retained.
- Description of construction methods.

Landscaping/Site Alteration

Describe clearly and in detail all work to be done.

Include the following items where appropriate:

- Site information including the location of all trees, parking areas (including driveways), walls, fences, outbuildings, or other landscape features where major site improvements are proposed.
- Landscape plan with measured distances for new parking areas or other major site improvements.
- For landscape plantings, description of proposed species.
- If removing tree, provide approximate diameter (measure 4 ½' above ground level) and height of tree.

New Construction or Addition

Describe the nature of the proposed project.

Include the following items where appropriate:

- Site plan with measured distances.
- Elevation drawings of each façade, including description of fenestration and specifications that clearly show the proposed appearance of the project.
- Photograph(s) of the site.
- Paint color selections. (Old Salem, Bethabara, and Local Historic Landmarks)
- Samples or other description of materials to be used.
- Drawings or other description of site improvements: fences, walls, walks, lighting, pavement, patios, decks, etc.
- In the case of reconstruction, submit a summary of the history of the site. Where possible, historical documentation showing the proposed reconstruction should be submitted.

Relocation

- Give the reason for the relocation. Include photographs. If the structure is to be relocated within a District or Landmark property, describe the new site and any proposed changes.
- Describe any site features that will be altered or disturbed, including foundations, walls, driveways, vegetation, etc.
- Submit a site plan showing the placement of the relocated structure on the proposed new site.

Demolition

- Describe the structure and give the reason for demolition. Include photographs.
- Submit a timetable for demolition and clearing of the site.
- Describe in what condition the site will be left after demolition. In the event new construction will follow the demolition, refer to the *New Construction or Addition* section of this form.

Interior Alteration (Local Historic Landmarks only)

- Sketches, photographs, specifications, product literature, or other description of proposed changes to the interior space. Accurate scaled drawings will be required for major changes in design.
- Paint color selections.
- Samples of proposed materials when the original material will not be retained.
- Description of construction methods.

IMPORTANT NOTES:

The Commission reserves the right to require additional information if the Commission believes that the submission of such information is necessary to understand the nature of the intended activity. The Commission uses the Guidelines established for each District/Landmark to determine the appropriateness or inappropriateness of alterations, new construction or additions, relocation or demolition of historic properties. A copy of the Guidelines applicable to each District/Landmark is available by contacting Commission staff.

Any party has the right to appeal the Commission's decision to the appropriate Zoning Board of Adjustment (Winston-Salem, Forsyth County, Kernersville). An appeal must be filed within thirty (30) days of the Commission's decision. Questions regarding the appeals process should be directed to the appropriate Inspections Division (Winston-Salem and Forsyth County: 336-727-8000/Kernersville: 336-996-7166).

Although attendance by applicants at Commission meetings is not required, applicants are strongly encouraged to make every effort to attend. Failures to attend can result in the continuation or denial of a case if adequate information is not available to the Commission.

The Certificate of Appropriateness does not relieve the property owner from the responsibility of obtaining any other required permits. Building permits and other permits may be required even if a Certificate of Appropriateness is not required. For more information, contact the appropriate Inspections Division (Winston-Salem, Forsyth County, Kernersville).

A new COA application must be submitted for any changes to approved plans. Deviating from approved plans constitutes a violation of the zoning regulations and is subject to a civil penalty. The penalty is one hundred dollars (\$100). Failure to correct the violation within ten (10) days of the date of service of the notice, or the end of the period of any extensions, will result in the assessment of a civil penalty or other enforcement action. Each day of continuing violation shall constitute a separate violation.

Further details regarding Historic/Historic Overlay Districts and Local Historic Landmarks can be found in Chapter B, Article IV of the Unified Development Ordinance for Winston-Salem/Forsyth County.

RETURN APPLICATION TO:

Historic Resources Commission
c/o City-County Planning Board
P.O. Box 2511
Winston-Salem, North Carolina 27102
Phone: 336-727-8000

STAFF USE ONLY

Case Number: _____

Application Received: _____

Hearing Date: _____

Property/Landmark Name: _____

Inventory Number: _____

Commission Review:

Approved Approved with Conditions Denied

Continued until: _____