

Minor Works projects are types of exterior work that are more substantial than Routine Maintenance, and can be reviewed by Historic Resources Commission staff. Minor Work projects are eligible for staff approval, provided that the projects meet all relevant current policies adopted by the Commission and the specifications of the *Old Salem or Bethabara Historic District Design Review Guidelines*.

Staff has the discretion to refer Minor Work projects to the Commission for any reason. Staff must refer Minor Work projects to the Commission if the changes involve alteration, addition, or removals that are substantial, do not meet the *Guidelines*, or are of a precedent-setting nature. Staff does not have the authority to deny a Minor Work project.

Before a Minor Work project can be reviewed, an applicant must first file this Certificate of Appropriateness (COA) application with Commission staff. Staff will review the application and issue a Minor Work COA, **if approved**. A copy of the approved COA will be sent to the applicant and the Inspections Division.

Staff will brief the Commission each month on Minor Work approved in the previous month.

For more information contact:

Forsyth County Historic Resources Commission
c/o City-County Planning Board
P.O. Box 2511
Winston-Salem, NC 27102
Phone: 336-747-7054
Fax: 336-748-3163

Address of Property: _____
 Tax Block Number(s): _____ Tax Lot Number(s): _____
 Name of Owner/Applicant: _____
 Telephone Number (Daytime): _____
 Mailing Address: Street or Box _____
 City, State and Zip _____

★ **Please attach a detailed description of work including drawings, samples, site plans, and photos that are necessary to explain the requested work.** ★

List of Eligible Minor Work (Please check appropriate boxes):

- Minor work where the visual character of the structure or grounds is not changed. (Generally this will include work that is more substantial than routine maintenance as long as there is no change in material or appearance of the structure or grounds.)
- Exterior color changes when new colors are a return to the original color scheme.
- Removal of vegetation which is dead or diseased, or which is causing damage to a structure and where the problem cannot be corrected otherwise.
- Pruning and removal of trees by a commercial tree service or a utility company.
- Installation of mechanical equipment, such as heating and air conditioning units, which is completely screened from view with shrubbery or appropriate fencing.
- Underground utility work which does not change the appearance of the property.
- Installation of gutters and downspouts, roof ventilators on rear slopes, and chimney caps.
- Installation of house numbers and mail boxes.
- Installation of small identification signs which are 144 square inches or smaller.
- Repointing and other masonry repairs when the color and composition of the mortar matches the original, and new brick or stone matches the original.
- Replacement of missing or deteriorated siding and trim, porch flooring, columns and balustrades, or other architectural details, with new materials that are identical to the original.
- Repair or replacement of masonry foundations where the original foundation material is retained or where new materials match the original in materials, color, and appearance.
- Renewal of an expired Certificate of Appropriateness (within 12 months of issuance) where no change to approved plans is being proposed, and there has been no change to circumstances under which the Certificate was approved initially. Requests shall be submitted in writing and include explanation of and reasons for expiration of the previously issued approval.

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) 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 Owner/Applicant

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:
<ul style="list-style-type: none">▪ 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.
<ul style="list-style-type: none">▪ Color and type of brick and/or mortar to be used.
<ul style="list-style-type: none">▪ Samples of proposed materials when the original material will not be retained.
<ul style="list-style-type: none">▪ Description of construction methods.
Landscaping/Site Alteration
Describe clearly and in detail all work to be done. Include the following items where appropriate:
<ul style="list-style-type: none">▪ 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.
<ul style="list-style-type: none">▪ Landscape plan with measured distances for new parking areas or other major site improvements.
<ul style="list-style-type: none">▪ For landscape plantings, description of proposed species.
<ul style="list-style-type: none">▪ 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:
<ul style="list-style-type: none">▪ Site plan with measured distances.
<ul style="list-style-type: none">▪ Elevation drawings of each façade, including description of fenestration and specifications that clearly show the proposed appearance of the project.
<ul style="list-style-type: none">▪ Photograph(s) of the site.
<ul style="list-style-type: none">▪ Samples or other description of materials to be used.
<ul style="list-style-type: none">▪ Drawings or other description of site improvements: fences, walls, walks, lighting, pavement, patios, decks, etc.
<ul style="list-style-type: none">▪ 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
<ul style="list-style-type: none">▪ Give the reason for the relocation. Include photographs. If the structure is to be relocated within the District, describe the new site and any proposed changes.
<ul style="list-style-type: none">▪ Describe any site features that will be altered or disturbed, including foundations, walls, driveways, vegetation, etc.
<ul style="list-style-type: none">▪ Submit a site plan showing the placement of the relocated structure on the proposed new site.
Demolition
<ul style="list-style-type: none">▪ Describe the structure and give the reason for demolition. Include photographs.
<ul style="list-style-type: none">▪ Submit a timetable for demolition and clearing of the site.
<ul style="list-style-type: none">▪ Describe in what condition the site will be left after demolition. In the event new construction will follow the demolition, refer to the <i>New Construction or Addition</i> section of this form.

IMPORTANT NOTES:

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

Any party has the right to appeal the Commission's decision to the appropriate Zoning Board of Adjustment. 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 at 336-727-2628.

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 Inspections Division.

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.