



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 *West End Historic Overlay 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 or **approve any after-the-Fact Minor Work projects**.

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):

* For elements or locations not covered under Routine Maintenance (Routine Maintenance items are types of exterior work that a property owner may undertake without a Certificate of Appropriateness (COA) application to the Historic Resources Commission.) To determine whether a project falls within the category of Routine Maintenance refer to the Routine Maintenance section of the *Guidelines*.

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| <p>Foundations</p> <p><input type="checkbox"/> Alteration of Exposed Foundations *</p> <p>Masonry</p> <p><input type="checkbox"/> Construction/Alteration/ Removal of Masonry*</p> <p>Exterior Surfaces</p> <p><input type="checkbox"/> Alteration/Removal of Exterior Surfaces</p> <p>Roofs</p> <p><input type="checkbox"/> Alteration of Roof Coverings *</p> <p>Chimneys</p> <p><input type="checkbox"/> Construction/Alteration/Removal of Chimneys</p> <p>Vents and Ventilators</p> <p><input type="checkbox"/> Installation/Alteration/Removal of Vents and Ventilators</p> <p>Satellite Dishes/Television Antennas</p> <p><input type="checkbox"/> Installation of Satellite Dishes and/or Television Antennas *</p> <p>Doors</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Existing Doors</p> <p><input type="checkbox"/> Installation of New Doors</p> <p><input type="checkbox"/> Installation/Alteration/Removal of Storm Doors (other than the "Full-view" type covered under Routine Maintenance)</p> <p>Windows</p> <p><input type="checkbox"/> Alteration/Removal of Existing Windows</p> <p><input type="checkbox"/> Installation of New Windows</p> <p>Awnings, Canopies, Shutters</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Existing Awnings, Canopies, or Shutters</p> <p><input type="checkbox"/> Installation of New Awnings, Canopies, or Shutters</p> <p>Porches</p> <p><input type="checkbox"/> Alteration of Existing Porches *</p> | <p>Appurtenant Site Features and Accessory Site Features</p> <p><input type="checkbox"/> Addition/Alteration/Removal of Other Appurtenant Features and Accessory Site Features not Specifically Listed</p> <p>Decks</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Existing Decks</p> <p><input type="checkbox"/> Construction of New Decks</p> <p>Patios</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Existing Patios</p> <p><input type="checkbox"/> Construction of New Patios</p> <p>Mechanical Equipment</p> <p><input type="checkbox"/> Installation/Removal of Mechanical Equipment, such as Heating and Air Condition Units *</p> <p><input type="checkbox"/> Installation of Air Conditioners in Windows*</p> <p>Accessory Structures or Buildings</p> <p><input type="checkbox"/> Alteration of Existing Accessory Structures or Buildings (total floor area up to 150 Sq. Ft.)</p> <p><input type="checkbox"/> New Accessory Structures or Buildings that are not Substantially Visible from a Street (total floor area up to 150 Sq. Ft.)</p> <p><input type="checkbox"/> Removal of Existing Accessory Structures or Buildings which are not Architecturally or Historically Significant</p> <p>Landscape Elements</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Gardens, Planting Beds, or Shrubbery (which affects greater than: 25% of front yard area from building face; 50% of total side and rear yard area)</p> <p><input type="checkbox"/> Review of Landscape Master Plans</p> <p><input type="checkbox"/> Planting of New Trees</p> <p><input type="checkbox"/> Removal of Dead, Diseased, or Dangerous Trees (for mature size 8" and greater in diameter, measured 4½' above ground level)</p> | <p>Fences, Walls, Hedges, Other Screen Plantings</p> <p><input type="checkbox"/> Construction of New Fences, Walls, Hedges or Other Screen Plantings</p> <p><input type="checkbox"/> Removal of Existing Fences, Walls, Hedges or Other Screen Plantings</p> <p>Walks</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Existing Walks*</p> <p><input type="checkbox"/> Construction of New Walks</p> <p>Driveways</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Existing Driveways</p> <p><input type="checkbox"/> Construction of New Driveways</p> <p>Lighting Fixtures</p> <p><input type="checkbox"/> Installation/Alteration/Removal of Exterior Lighting Fixtures*</p> <p>Swimming Pools</p> <p><input type="checkbox"/> Removal of Swimming Pools</p> <p>Previous and Expired COAs</p> <p><input type="checkbox"/> Changes to Previous COAs</p> <p><input type="checkbox"/> Renewals of COAs</p> <p>Temporary Features</p> <p><input type="checkbox"/> Installation/Alteration/Removal of Temporary Features that are Necessary to Ease Difficulties Associated with a Medial Condition</p> <p>Temporary Features-Emergency Installation</p> <p><input type="checkbox"/> Emergency Installation of Temporary Features to Protect a Historic Resource (that do not permanently alter the resource); for a Duration of No More Than 6 Months</p> <p>Exterior Stairs and Steps</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Exterior Stairs and Steps</p> <p><input type="checkbox"/> Construction of New Exterior Stairs and Steps</p> <p>Architectural Details</p> <p><input type="checkbox"/> Alteration/Addition/Removal of Architectural Details*</p> |
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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 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:

- 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.
- 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.
- 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 the District, 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.

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 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.