

Summary of Submission Materials

The following are examples of the type of submission materials required for review of a Certificate of Appropriateness (COA) application. The applicant should review and submit items that best explain and demonstrate the proposed work requested. Please contact Commission staff with questions regarding appropriate submission materials for specific projects. Failure to supply adequate documentation or required materials will result in delays in processing the application and/or denial of the request.

Detailed Descriptions

Provide a detailed description of the project, including any changes or additions. Describe the material to be used, including type, texture, color, size, shape, width, manufacturer, or other relevant information.

Building and/or Site Photos

Provide good quality color photos clearly showing front, side, and rear views. A minimum of two photos – front and side, rear and other side – is needed. (Shown here is an example of a front and side view.)



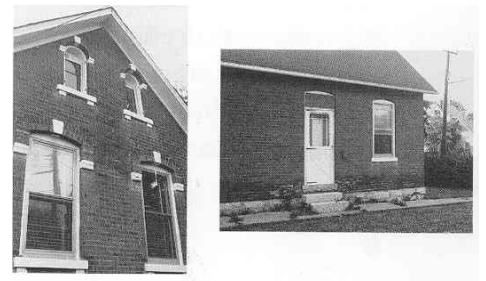
Streetscape Photos

Take streetscape photos from across the street, looking in each direction. Be sure to show the building or site in relationship to its neighbors.



Detail Photos

Provide close-up photos of any specific architectural features you propose to change.



Sales Literature or Samples

Manufacturer's literature or samples – such as a brochure, material sample, and/or color selection – should be submitted to help clarify the proposed work.

Historic Resources Commission
c/o City-County Planning Board
P.O. Box 2511
Winston-Salem, North Carolina 27102
Phone: 336-727-2087

Site Plans

The site plan shows the location and size of existing and proposed structure on the lot. It should be drawn to scale and show property lines, building and street locations, proposed structures or additions with dimensions and distances to property lines, landscape features or other layouts, and total square footage of the lot and buildings. Include a north arrow.



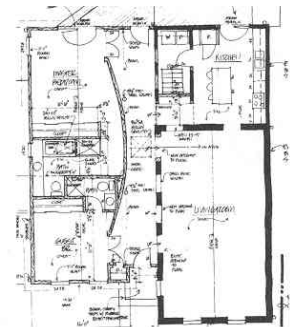
Elevations

Elevation drawings show the design, materials, dimensions, and final appearance of the exterior of the building. They should be drawn to scale, identify building materials, and show each side of the structure to be changed, added to, or built. Submit elevations when an exterior change is proposed.



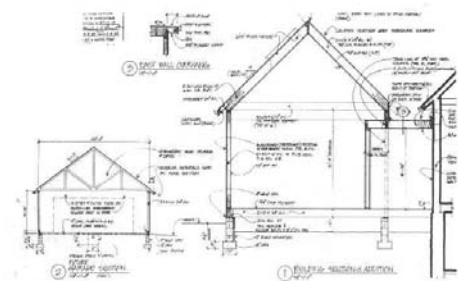
Floor Plans

Interior floor plans are needed for major changes in design. Plans should be drawn to scale.



Construction Drawings

These include section and detail drawings showing how the structure is being put together. Drawn to scale, they should be submitted for all additions and new construction.



Landscape Plans

The landscape plan shows the location, size, variety of vegetative material proposed for the property. This includes the installation of such features as organic material, fountains, porches, walkways, decks, fences, steps, exterior lights, and parking areas.

