1. In the **Application Category** dropdown, select *Planning Applications*
2. In the **Application Type** dropdown, select *01.16) Application for a Certificate of Appropriateness*
3. In the **Application for Certificate of Appropriateness** box, type the property’s address and a brief description of the work
4. Click **Save and Continue**
COA Application in IDT Plans

1. Click **Add Address of Subject Property**
2. In the **Address of Subject Property Bar** box in the pop-up window, begin to type the property address; a dropdown list of suggestions will appear
   1. Use E, N, W, or S for directions
   2. Type numbered streets out in words, e.g. Fourth
   3. Do not add Rd, St, Ave, etc.
3. Select the correct property from the dropdown list of suggestions. If your property does not appear, you can enter the full address manually

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1. Once selected from the dropdown list of suggestions, the system should automatically populate the box with the correct street address, Parcel Identification Number (PIN), and property owner.

2. If the information is for the correct property, click **Confirm**.

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1. **Local Historic Landmark?** Select Yes if the property is designated as a local historic landmark by ordinance.
   1. If the property is a landmark, type the name of the landmark in the box, e.g., Union Station. If not a landmark, enter n/a.
   2. If the property is a landmark, enter the landmark number from the landmark plaque in the box. If not a landmark, enter n/a.

2. Select the correct **Local Historic District** from the box. If the property is a landmark and not located in a district, select Non-Applicable.

3. If the application is to revise an existing, approved COA, select Yes for **Are you amending a previously submitted COA?** and enter the case number in the box provided.

4. Select Yes for **Is this an “After the Fact” COA application?** when work has begun or is complete.
1. **COA Project Intent and Background Statement**: Describe what you plan to do and why. The application will be rejected if you simply write “see attachments.” You may copy and paste from another document, however

2. **COA Scope of Work**: Describe what will be removed; added; or changed. The application will be rejected if you simply write “see attachments.” You may copy and paste from another document, however

3. **COA Compliance with Design Review Standards**: Reference the specific sections of the Standards with which the project complies
   - A. Bethabara
   - B. Landmarks
   - C. Old Salem
   - D. West End
**COA Application in IDT Plans**

1. **Applicant information**: Enter the applicant’s name, address, phone number, and email address

2. **Owner information**: If the owner is not the applicant, enter the owner’s name, address, phone number, and email address

```markdown
### Project Contacts

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Full Name</td>
<td>Heather Bratand</td>
</tr>
<tr>
<td>Applicant Address</td>
<td>B /</td>
</tr>
<tr>
<td></td>
<td>PO Box 2511</td>
</tr>
<tr>
<td></td>
<td>Winston-Salem, NC 27102</td>
</tr>
<tr>
<td>Applicant Phone</td>
<td>336-747-7064</td>
</tr>
<tr>
<td>Applicant Email Address</td>
<td><a href="mailto:heathers@cityofws.org">heathers@cityofws.org</a></td>
</tr>
<tr>
<td>Owner Full Name (if not the applicant)</td>
<td>City of Winston-Salem c/o Robert Prestwood</td>
</tr>
<tr>
<td>Owner Address</td>
<td>B /</td>
</tr>
<tr>
<td></td>
<td>PO Box 2511</td>
</tr>
<tr>
<td></td>
<td>Winston-Salem, NC 27102</td>
</tr>
<tr>
<td>Owner Phone Number (if not the applicant)</td>
<td>336-747-6965</td>
</tr>
<tr>
<td>Owner Email Address</td>
<td><a href="mailto:roberts@cityofws.org">roberts@cityofws.org</a></td>
</tr>
</tbody>
</table>
```

https://winston-salem.idtplans.com/
1. COA Consent Statement: Please note that you give staff of Winston-Salem/Forsyth County Planning & Development Services permission to enter upon the property to
   1. Post signage at the property regarding a pending COA application, and
   2. Inspect the property for any reason related to this application and/or an issued COA
2. Click Save and Continue

https://winston-salem.idtplans.com/ 12/14/2021
1. **Confirm Your Application**: Review the application to confirm that all information is correct. If not, click the *Edit* button at the bottom of the screen.

2. If all information is correct, select the *check box* for the Consent Statement.

3. Click *Confirm* at the bottom of the screen.

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1. **Document Upload**: In the light gray bar at the bottom of the page, select **Upload Files** to add drawings and photographs.
1. The Select files box allows you to drag and drop files. You may also click the Add Files button to navigate to a file. All files must be in PDF format.

2. Please note the blue instructions regarding drawings and photographs for COA applications.

3. Once all files show up in the Select Files box, click Start Upload.
1. **Document Upload**: After all files are uploaded, you will confirm that you are ready to submit your application.
   1. You may invite a consultant, such as an architect or contractor, to upload documents by selecting "Invite consultant to upload."

2. Click **Save and Continue**

3. Plan Review Fees are only due for after-the-fact COA applications. If you owe fees, staff will calculate them and enter them into IDT Plans after you submit. Click **Save and Continue**

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COA Application in IDT Plans

1. Click **Confirm and Submit for Review**
2. You’re done! Wait for staff to contact you and look for emails from City of Winston-Salem at noreply@idtplans.com

https://winston-salem.idtplans.com/