



# COA Application in IDT Plans

Plan Review ▾ Support

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Project Overview

Application Category Planning Applications Help me choose

Application Type 01.16) Application for Certificate of Appropriateness Help me choose

Application for Certificate of Appropriateness 1404 W Northwest Blvd - Resurface Hanes Park Tennis Courts

Save and Continue Help

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

Plan Review Submittal

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01.16) Application for Certificate of Appropriateness

Address of Subject Property + Add Address of Subject Property

PIN(s) of subject property + Add PIN(s) of subject property

Local Historic Landmark? Select

**Add Address of Subject Property**

Please enter a valid Address of Subject Property below. We will then attempt to verify the location automatically.

**TIP:** Try typing the first several characters of your location and then wait for the auto-suggest feature to provide a list of likely matches to select from.

Address of Subject Property:

1404 w

- 1404 W First ST
- 1404 W Fourth ST
- 1404 W Northwest BLVD
- 1404 Waughtown ST
- 1404 Westbrook DR
- 1404 Williamson ST
- 1404 Woodford RD

PIN(s) of subject property + Add PIN(s) of subject property

Local Historic Landmark? Select

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



# COA Application in IDT Plans

A screenshot of a web form titled "Add Address of Subject Property". The form has a blue header bar with the title. Below the header, there is a paragraph of instructions: "Please enter a valid Address of Subject Property below. We will then attempt to verify the location automatically." followed by a tip: "TIP: Try typing the first several characters of your location and then wait for the auto-suggest feature to provide a list of likely matches to select from." Below the tip is a label "Address of Subject Property:" followed by a text input field containing "1404 W Northwest BLVD". Underneath the input field is the text "Please confirm the following or change location above:". This is followed by three lines of information: "Address: 1404 W NORTHWEST BLVD", "Parcel: 6825-67-1167.000", and "Owner: WINSTON SALEM/FORSYTH COUNTY BOARD OF EDUCATION". At the bottom of the form, there is a line of text: "If you are stuck and would like some assistance please [Contact Us](#)." and two buttons: "Cancel" and "Confirm".

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**



# COA Application in IDT Plans

01.16) Application for Certificate of Appropriateness

Address of Subject Property

+ Add Address of Subject Property

PIN(s) of subject property

Bulk add locations

Local Historic Landmark?

Landmark Name (if applicable. Type "N/A: if not)

Landmark Number (if applicable. Type "N/A: if not)

Local Historic District

Are you amending a previously submitted COA?

Prior COA case # (if applicable)

Is this an "After the Fact" COA application?

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



# COA Application in IDT Plans

**Project Description**

COA Project Intent and Background Statement (click "help" for description)

The paving on the tennis courts in Hanes Park is deteriorated and in need of replacement.

COA Scope of Work (click the "help" button for description)

The new paving will be in the same location as the existing paving, but it will be clay-red in color. The composition of the asphalt, other than the colorant, will match the existing.

COA Compliance with Design Review Standards and/or Guidelines (Copies of the Design Review standards for each district can be found online here: <https://www.cityofws.org/1397/Publications>)

Parks Standard 5: The design of the new paving is compatible with the special character of Hanes Park.

Parks Standard 7: The paving is compatible in appearance with materials that contribute to the special character of the West End.

- 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

Project Contacts

Applicant Full Name

Applicant Address

Applicant Phone

Applicant Email Address

Owner Full Name (if not the applicant)

Owner Address

Owner Phone Number (if not the applicant)

Owner Email Address

- 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



# COA Application in IDT Plans

## COA Consent Statement

We, the applicant and owner (if not the applicant), do hereby make an application for a Certificate of Appropriateness (COA) for the following project to be undertaken within the boundaries of a Historic District, Historic Overlay District, or Local Historic Landmark.

We understand that all required information must be submitted for this application to be considered complete, assigned a case number, and either (a) processed by staff as a minor work project, or (b) placed on the agenda of the Forsyth County Historic Resources Commission. By applying for a COA and signing below, we give permission to staff of Winston-Salem/Forsyth County Planning & Development Services 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. We understand that an interior inspection may be necessary for proposed changes to the interior of a Local Historic Landmark.

Save and Continue

Help

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**





# COA Application in IDT Plans

**Confirm Your Application**
Print

Please review your application below for accuracy and use the edit button to make corrections if necessary.

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Confirm
Edit

**01.16) Application for Certificate of Appropriateness**  
**City of Winston-Salem**

100 E 1st St., 520 | Winston-Salem, NC 27101  
P: 336-727-8000 | E: [citylink@cityofws.org](mailto:citylink@cityofws.org)

#659979

**Location:** City of Winston-Salem

**State:** NC

**County:** Forsyth

[Redacted]

**Address of subject property:** 1404 W Northwest  
(6825-67-1167.000)

**Historic District Name (if applicable. Type "N/A" if not):**

**Historic District:** West End

**COA case # (if applicable):**

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





# COA Application in IDT Plans

**Plan Review Submittal**

Application **Upload Files** Fees Confirm and Submit

**Document Upload**

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

1404 W Northwest Blvd - Resurface Hanes Park Tennis Courts - Application Submittal 001

No files have been uploaded.

Upload files Delete selected Save and continue later Invite consultant to upload Help

Save and Continue

1. **Document Upload:** In the light gray bar at the bottom of the page, select **Upload Files** to add drawings and photographs



# COA Application in IDT Plans

Application Upload Files Fees Confirm and Submit

**Document Upload**

This page will allow you to upload your project documents. Use the button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (pdf).

**Select files**  
Add files to the upload queue and click the start button.

Filename	Size	Status
Historic Marker Program Policies (P...	94 kb	0%

94 kb 0%

Using runtime: html5

[Back](#) [Help](#)

**SUBMITTAL REQUIREMENTS GENERAL**  
Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files that are not named appropriately are difficult to navigate and will result in extended review times.

**01.01) SKETCH PLAN SUBMISSION REQUIREMENTS ONLY**  
Plans are required to have a location/vicinity map and some form of property identification (i.e. PIN#, address, etc.) While there is no requirement for the amount of information depicted on the plan, please remember that staff's comments will be based on the information provided. In other words- the better information you can provide, the better feedback staff can give.

**1.16) APPLICATION FOR CERTIFICATE OF APPROPRIATENESS ONLY**  
**Drawings**

- Site Plan
- Floor Plans (additions and new construction only)
- Elevations (projects that involve changes to any building exterior.)

**Drawing Format:**  
Drawings must be to scale with dimensions clearly and legibly stated. All existing and proposed building and site features must be labeled.

**Photographs:**

- Photographs of the front of the main building.
- Close-up photographs of area of the proposed work.
- Photographs of adjacent structures (for new construction projects only)

**Photograph Format:**  
Color photograph must be at least 300 dpi, at least 3 ½ by 5 inches, and be labeled.

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**



# COA Application in IDT Plans

- Document Upload:** After all files are uploaded, you will confirm that you are ready to submit your application
  - You may invite a consultant, such as an architect or contractor, to upload documents by selecting **Invite consultant to upload**.
- Click **Save and Continue**
- 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**

**Plan Review Submittal**

Application  Upload Files  Fees  Confirm and Submit

**Document Upload**

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

1404 W Northwest Blvd - Resurface Hanes Park Tennis Courts - Application Submittal 001

<input type="checkbox"/>	Documents Uploaded	Uploaded On
<input type="checkbox"/>	Historic Marker Program Policies (PDF).pdf	11/12/21 4:58 PM

**Plan Review Submittal**

Application  Upload Files  Fees  Confirm and Submit

**Plan Review Fees**



# COA Application in IDT Plans

A screenshot of a web application interface for 'Plan Review Submittal'. At the top is a blue header bar with the text 'Plan Review Submittal'. Below it is a horizontal progress bar with four steps: 'Application', 'Upload Files', 'Fees', and 'Confirm and Submit'. The first three steps are marked with green checkmarks, while the fourth is marked with a green circle containing a white checkmark. Below the progress bar is a grey bar with the text 'Confirm and Submit'. A yellow warning box contains the text: 'Please confirm your submittal package by clicking the "Submit For Review" button below. Once you confirm your submittal, an automatic notification email will be sent to the review agency and the review process will begin.' At the bottom center is a blue button labeled 'Confirm and Submit for Review'.

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](mailto:noreply@idtplans.com)