



Minor Certificate of Appropriateness Application

Planning

City-County Development Services Center

101 City Hall Plaza, Durham, NC 27707 | <https://dsc.durhamnc.gov> | 919-560-4137

PROPERTY INFORMATION

Case Number (STAFF ONLY):	PID:
Site Address:	Local Landmark: <input type="checkbox"/> Yes <input type="checkbox"/> No
Local District:	Classification: <input type="checkbox"/> Contributing <input type="checkbox"/> Non-Contributing <input type="checkbox"/> Not listed
National Register District:	Tax credit project? <input type="checkbox"/> Yes <input type="checkbox"/> No
Amending a previously approved COA? <input type="checkbox"/> Yes <input type="checkbox"/> No	Prior COA Case #:
Scope of Work (check all that apply): <input type="checkbox"/> New Construction (<i>new accessory structure</i>) <input type="checkbox"/> Demolition (<i>razing of an accessory structure</i>) <input type="checkbox"/> Addition (<i>expansion of an accessory structure</i>) <input type="checkbox"/> Sign(s) <input type="checkbox"/> Modification(s) (<i>exterior changes to a structure</i>) <input type="checkbox"/> Site Work (<i>e.g., paving, plantings, site infrastructure</i>) <input type="checkbox"/> Master (<i>only applicable to City-, County-, or public utility company-owned properties</i>)	
Request Type: <input type="checkbox"/> Minor COA <input type="checkbox"/> Dual Application: Minor COA and Architectural Review	Retroactive? <input type="checkbox"/> Yes <input type="checkbox"/> No

PROPERTY OWNER

Name:	Telephone:
Contact Person:	Email:
<p>Certification: I (We), the undersigned, do hereby make an application for a Certificate of Appropriateness (COA) for the following proposals and plans to be undertaken within the boundaries of a Durham Historic District or Landmark.</p> <p>I (We) also understand that all the required information must be supplied for this application to be considered complete and valid for a Certificate of Appropriateness.</p>	
_____ Owner Signature <i>(Signatures must be original and of the current property owner)</i>	_____ Date

APPLICANT (IF DIFFERENT THAN PROPERTY OWNER)

Name:	Affiliation:
Contact Person:	Telephone:
Address:	Fax:
City/State/ZIP:	Email:

Tracking Information (Staff Only)

Date received:	Received by:	Fee:
Case Planner:	Final Action:	Action Date:

Application Attachments Checklist

The following items must be submitted as part of this application: (Submit digital application material on CD or flash drive or via e-mail directly to the staff below.)		Quantity	Staff Use
<input type="checkbox"/> Scope of Work Description: Describe the specific change(s) being proposed, including all elements or components being added, removed or changed. List dimensions, materials, and finishes for all components of the project. Be as detailed and clear as possible. Staff can provide examples of scope of work descriptions upon request. NOTE: Items which are not listed in the scope of work will not be able to be approved and may require a separate COA or dual application and fee(s).		1 hard copy 1 digital copy	
<input type="checkbox"/> Historic Properties Local Review Criteria Compliance Statement: Provide a written description of how the project complies with the applicable Historic Properties Local Review Criteria. For this statement, call out each of the relevant criteria and specifically address how it is being met in the proposed scope of work. Copies of the criteria are available online or from staff.		1 hard copy 1 digital copy	
<input type="checkbox"/> Drawings: <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan (showing proposed buildings, paved areas, plantings, signs, and lights as applicable) <input type="checkbox"/> Exterior Elevations (as applicable) Drawing Format: <ul style="list-style-type: none"> <input type="checkbox"/> Drawings must be to scale, with dimensions clearly indicated for all proposed work, and legible at the formatted size. <input type="checkbox"/> All existing and proposed building and site materials must be labeled. <input type="checkbox"/> All sheets in the submittal must be either Letter (8.5x11) or Ledger (11x17) sized. NOTE: Staff reserves the right to reject drawing materials that lack sufficient detail to show the details of the proposed scope of work.		1 hard copy 1 digital copy	
<input type="checkbox"/> Photographs: <ul style="list-style-type: none"> <input type="checkbox"/> Photographs showing all sides of the structure. <input type="checkbox"/> Close-up photographs of areas of proposed changes. <input type="checkbox"/> Photographs of the adjacent structures (for outbuildings, fences, walls, etc.). Photograph Format: <ul style="list-style-type: none"> <input type="checkbox"/> Color photographs must be at least 300 dpi and at least 3½ by 5 inches, and formatted with appropriate labels in Word or PDF. 		1 digital copy	
<input type="checkbox"/> Previous Application Information: If this application is for an amendment to a COA or for a property for which a previous application was denied, attach a description of the changes in the plans for this application and include the previous case number in the Property Information section on the reverse.		1 hard copy 1 digital copy	
Make checks payable to the City of Durham.	<input type="checkbox"/> Application Fee for Minor COA: <input type="checkbox"/> Application Fee for Retroactive Minor COA: <input type="checkbox"/> Application Fee for dual application:	\$78 \$156 \$296.40	

Submittal Instructions

Deadline: Minor COA applications may be submitted any day during regular business hours and are reviewed on a rolling basis.	Submit To: Historic Preservation Planner Durham City-County Planning Department 101 City Hall Plaza, Ground Floor, Suite G500 Durham, NC 27701 Preservation@DurhamNC.gov
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