



# Major 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 #:
Request Type: <input type="checkbox"/> Major COA <i>without</i> Demolition or New Construction <input type="checkbox"/> Major COA <i>with</i> Demolition or New Construction <input type="checkbox"/> Major COA <i>with</i> Demolition <i>and</i> New Construction	Has work already commenced (retroactive)? <input type="checkbox"/> Yes <input type="checkbox"/> No
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> )	

## PROPERTY OWNER

Name:	Telephone:
Contact Person:	Email:
<b>**A pre-submittal meeting with Planning staff is required prior to submitting a Major/Master COA application.**</b>	
<p><b>Certification:</b> 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. 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> <p><b>I (We) met with staff for the required pre-submittal meeting on _____.</b></p>	
_____	_____
Owner Signature	Date
<i>(Signatures must be original and of the current property owner)</i>	

## 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

	Quantity	Staff Use
<b>The following items must be submitted as part of this application:</b> (Submit digital application material on CD or flash drive or via e-mail directly to the staff below.)		
<input type="checkbox"/> <b>Project Intent and Background Statement:</b> Provide a written description of why the proposed change(s) to the building or site are requested. What is the project purpose?	1 digital and 1 hard copy	
<input type="checkbox"/> <b>Scope of Work Description:</b> 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. <b>NOTE:</b> Items which are not listed in the scope of work will not be able to be approved and may require a separate COA application and fee.	1 digital and 1 hard copy	
<input type="checkbox"/> <b>Historic Properties Local Review Criteria Compliance Statement:</b> Provide a written description of the project's compliance with the applicable Historic Properties Local Review Criteria. For this statement, identify each of the relevant criteria and specifically address how it is met in the proposed scope of work. Copies of the criteria are available online or from staff.	1 digital and 1 hard copy	
<input type="checkbox"/> <b>Drawings:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site Plan (showing proposed buildings, paved areas, plantings, signs, and lights)</li> <li><input type="checkbox"/> Floor Plan (for additions or new construction)</li> <li><input type="checkbox"/> Exterior Elevations (all projects, except site work only)</li> <li><input type="checkbox"/> Survey (for additions, site work, or new construction)</li> </ul> <b>Drawing Format:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drawings must be to scale, with dimensions clearly indicated for all proposed work, and legible at the formatted size.</li> <li><input type="checkbox"/> All existing and proposed building and site materials must be labeled.</li> <li><input type="checkbox"/> All sheets in the submittal must be either Letter (8.5x11) or Ledger (11x17) sized.</li> </ul> <b>NOTE:</b> Staff reserves the right to reject drawing materials lacking sufficient information or details of the proposed scope of work.	1 digital and 1 hard copy	
<input type="checkbox"/> <b>Photographs:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photographs showing all sides of the structure</li> <li><input type="checkbox"/> Close-up photographs of areas of proposed changes</li> <li><input type="checkbox"/> Photographs of adjacent structures (for new construction, additions, outbuildings, fences, walls, etc.)</li> </ul> <b>Photograph Format:</b> <ul style="list-style-type: none"> <li><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 on Letter (8.5x11) sheets.</li> </ul>	1 digital	
<input type="checkbox"/> <b>Previous Application Information:</b> 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 or of substantial changes in the conditions of the historic property since the initial application. Include the previous case number in the Property Information section on the reverse.	1 digital and 1 hard copy	
<b>Make checks payable to The City of Durham.</b>	<input type="checkbox"/> <b>Application Fee for a Major COA <i>without</i> Demolition or New Construction</b> (retroactive fee):	\$309.00 (\$465.00)
	<input type="checkbox"/> <b>Application Fee for Major COA <i>with</i> Demolition or New Construction</b> (retroactive fee):	\$413.00 (\$673.00)
	<input type="checkbox"/> <b>Application Fee for Major COA <i>with</i> Demolition <i>and</i> New Construction</b> (retroactive fee):	\$517.00 (\$1089.00)

### Submittal Instructions

<b>Deadline:</b> Minor COA applications may be submitted any day during regular business hours and are reviewed on a rolling basis.	<b>Submit To:</b> 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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