

CERTIFICATE OF APPROPRIATENESS APPLICATION

Zoning District:

Parcel Identification Number:

Type of Certificate of Appropriateness: ☐ Minor ☐ Major ☐ After-the-Fact

Property Address:

Applicant Name*:

Email:

Phone:

Total Acreage: _____

Frontage: _____ Depth: _____

***If the applicant is not the owner, he/she must be authorized by the owner to commit to changes proposed by the Commission. Be sure to submit an Owner's Authorization Form.**

DEVELOPER INFORMATION

Company Name

Contact Name

Address

Phone

Email

CONSULTANTING/ENGINEERING FIRM

Company Name

Contact Name

Address

Phone

Email

WRITTEN DESCRIPTION

Describe all proposed changes to the property, including materials to be used, and make a case for their appropriateness. Use additional pages, if necessary. Refer as specifically and completely as possible to the City's [Design Guidelines](#).

This image shows a blank sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Before the Commission meeting, the owners of properties located in proximity to the request will be sent a letter as their notification of the hearing. Staff will visit the site and post a public hearing of notification sign. Applicants are required to attend the meeting to present their application and answer questions or the Commission may continue the application until the next scheduled meeting. If you cannot appear in person at the commission meeting, you may appoint a duly authorized agent. All application fees **must** be paid at the time the application is submitted.

SIGNATURE REQUIRED

<i>Applicant – Printed</i>	<i>Applicant Signature</i>	<i>Date</i>
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Application Fees (Includes advertisement fee): Minor = \$ 50
Major = \$ 150
ATF = \$ 500

Fee Type: ☐ Cash ☐ Check # _____ ☐ Credit Card

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OWNER AUTHORIZATION

I hereby give CONSENT to _____ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge of the property I have an ownership interest in the subject of this application. I understand that any false, inaccurate, or incomplete information provided by me, or my agent, will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I acknowledge that additional information may be required to process this application. I further consent to the City of Goldsboro to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

Signature of Owner _____ **Printed Name of Owner** _____

(State)

(County)

I, _____, a Notary Public in and for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal this the _____ day of _____ 20_____.

Notary Public: _____

(Printed Name)

(Signature)

(Seal)

Commission Expires: _____

MINIMUM REQUIRED DOCUMENTS

COA applications should include at a minimum:

Site plan drawn to scale showing the property boundaries and the location of existing and proposed structures, parking, walkways, driveways, and landscaping;

Scaled drawings showing all exterior elevations and notes explaining the significant architectural detailing for the proposed projects;

Sample building materials and/or colors;

Photographs showing existing conditions, materials and situations; and

Any other information specifically required that demonstrates adherence to the approval criteria and Design Standards/Guidelines.

SITE PLAN REQUIREMENTS

**All requirements may not be applicable due to existing site conditions or the nature of the proposal*

- Staff recommends that a Professional Land Surveyor or Professional Engineer prepare the plan, this is not required but the site plan must be drawn to scale of at least 1": 100'
- Property Owner information (name, phone, email, address) to be noted on site plan
- Location of property lines (boundary of property)
- Locations of proposed structures & setbacks from property line (including dimensions)
- Property acreage/sq feet
- Property Tax Parcel number
- Location of existing R/W and easements
- Zoning district (noted on plan)
- Adjacent property uses
- Hours of operation
- Number of employees
- Parking detail
- Buffer detail
- Landscaping detail
- Trash collection area
- Loading/unloading area
- Flood hazard areas
- Number of dwelling units (multi-family details as applicable)
- Floor plan detail for existing structures

APPLICATION INSTRUCTIONS

The Certificate of Appropriateness (COA) review process is designed to help preserve the distinct character of designated Local Landmarks and the integrity of the Goldsboro Local Historic District. Property owners of Local Landmarks or properties within the historic district are required to obtain a COA **before beginning** any type of **exterior construction, alteration, or demolition**. A COA certifies that the proposed changes are consistent with the design guidelines and are appropriate within the historic district's context.

Major or Minor Works

A COA is required for both Major and Minor Works.

Minor Works applications can be reviewed and approved by City Staff and can be filed at any time. Staff will refer Minor Work projects to the Historic District Commission for review if the change involves alterations, additions, or removals that are substantial, do not meet the guidelines, or are of a precedent-setting nature.

Major Works will be reviewed by the Commission at a public hearing. A COA is not required for routine maintenance, including repair or replacement where there is no change in the design, materials, or general appearance of a structure or grounds. Please consult with Planning staff to determine whether your project constitutes routine maintenance, a Major Work, or a Minor Work.

The Historic District Commission

Applications to be heard by the Commission require the owner or applicant to appear before the Commission on the scheduled meeting date to make his or her request for a Certificate of Appropriateness. Meetings are held the first Tuesday of each month at 5:30 p.m. in the City of Goldsboro City Hall Annex in room 206. Complete applications are due **20 business days** in advance of the HDC meeting. Please be aware that failure to provide adequate information may result in a delay in the decision-making process.

Please contact **Paul Saylor, Planner I** at **919-580-4387** with questions about the application process, to obtain a copy of the Design Guidelines, or to schedule a meeting. Application Fees: **Minor Works are \$50.00. Major Works are \$500.00. After-the-fact Applications (constructed without prior approval) are \$500.00.** Checks must be made payable to the City of Goldsboro.

Where to Begin

1 – It is highly recommended that applicants contact Planning staff in the beginning stages of a project before any designs are finalized, and well in advance of an application deadline. Applicants can make an appointment to meet with staff weekdays from 8:30 a.m. to 4:30 p.m.

2 – Obtain a copy of the Secretary of Interior Standards and/or the Downtown Goldsboro Design Guidelines online at: <http://www.goldsboronc.gov/planning>

3 – Complete all sections of the application which pertain to your proposed project, sign, and submit the application with required documentation and fee.

Mail or Hand Deliver Complete Applications to:

Paul Saylor, Planner I

Planning Department

P.O. Drawer A (if mailing)

200 North Center Street (if hand delivering)

Goldsboro, North Carolina 27533-9701

HDC Meeting Procedure

1 – Staff will introduce applicant and application to the Commission (Including: location of property, proposed project/request(s), relevant photos of the property, potential impact of proposed work, and applicable zoning regulations).

2 – Staff will present its Report (Applicable Design Review Standards and Sources with Comments and Findings).

3 – Based on preceding findings, Staff will present its recommendation to the Commission.

4 – Applicant will answer any questions posed by the Commission about the application.

5 – The Commission will discuss applicant's proposal and make a motion to approve as made; or approve with modification; or reject the application.

What Next

A COA will be issued after a decision has been made by the HDC or its staff. If issued, the COA is **not** a permit for work. The Certificate and approved plans must be taken to the Inspections Department at 200 N. Center Street, 919-580-4385, to obtain the proper permits for building, signage, demolition, etc.

APPROVAL PROCEDURE

Approval Procedure

Major Works – Major Work is any activity that does not meet the definition of a Minor Work or Normal Maintenance. **Minor Works** – The Planning Director shall have the authority to issue a COA for the following minor works provided they meet the approval criteria and design standards of the Commission.

Included in *Minor Work* approval process are the following activities:

- 1 – Installation of storm doors or windows, shutters, and blinds;
- 2 – Construction of fences (under forty-eight inches in height for rear and side yards;
- 3 – Installation of mechanical equipment;
- 4 – Tree removal when less than eighteen inches in diameter at four feet above the ground;
- 5 – Installation of temporary handicapped facilities (including handrails);
- 6 – New roof coverings;
- 7 – Installation of awnings, exterior lighting fixtures, historical identification signs;
- 8 – Minor landscaping changes, tree planting and the screening of medical equipment;
- 9 – Replacement of exterior stairs, landings, etc

Normal Maintenance – Normal Maintenance does not require a COA, since no change is made to the appearance of the structure.

***NOTE:** The City and all public utilities shall be required to obtain a COA prior to commencing work or initiating any changes in the character of street paving, utility installations, lighting, street trees, walls, fences, or buildings on property or streets owned by the City.

***NOTE:** A COA shall be **valid** for a period of **six months** from the date of issuance. Failure to secure a building permit or, if a building permit is not required, failure to complete the approved work within the six-month period shall be considered as a **failure to comply** with the COA and shall **void** the COA. The Administrator shall renew the COA if the request is received less than one year from the date of first issuance.

The Goldsboro Historic District

As one of only three in the state of North Carolina, Goldsboro's Local Historic District was certified by the U.S. Department of Interior in March 1985. The GHD encompasses approximately 46 blocks and includes architecturally and historically significant properties which reflect the development of the City between circa 1840 and 1939. During this period, Goldsboro grew to become a major transportation, commercial, and industrial center for Eastern North Carolina.

By establishing the historic district, the City Council has shown that it places great value on preserving the unique architecture of Goldsboro's buildings, its neighborhoods, and its culture. The designation protects buildings from inappropriate or harmful changes to the exteriors and ensures that future generations, as well as today's residents and visitors, will be able to enjoy them for years to come.

While historic district designation is an honor and a privilege, there are also certain responsibilities for the property owners. **Goldsboro City Ordinance No. 1983-61** gives the responsibility for making decisions regarding the approval or denial of proposed exterior changes to a property within the boundaries of the designated district to the **Goldsboro Historic District Commission**. This is a **City law** which requires property owners to make applications to the Historic District Commission for most changes to the exterior of their property before any work begins.

The Historic District Commission meets each month on the first Tuesday of the month.

Meetings are at 5:30 p.m. in the City Hall Annex.

Applications are due one (1) month prior to each meeting, in order to be considered by the Commission.

***PLEASE RETAIN THIS PAGE
FOR YOUR REFERENCE***