

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 \$150.00. After-the-fact Applications (constructed without prior approval) are \$150.00.** 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 8:00 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 of 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 & 2025 MEETING SCHEDULE

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.

PLEASE RETAIN THIS PAGE FOR YOUR REFERENCE

MEETING	DEADLINE
January 7	December 10, 2024
February 4	January 7
March 4	February 4
April 1	March 4
May 6	April 8
June 3	May 6
July 1	June 3
August 5	July 8
September 2	August 5
October 7	September 9
November 4	October 7
December 2	November 4
*All meetings begin at 5:30 p.m. at City Hall Annex	
200 N. Center Street, Goldsboro	

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.

MINIMUM REQUIRED DOCUMENTS

COA applications should include at a minimum:

- 1 – Site plan drawn to scale showing the property boundaries and the location of existing and proposed structures, parking, walkways, driveways, and landscaping;
- 2 – Scaled drawings showing all exterior elevations and notes explaining the significant architectural detailing for the proposed projects;
- 3 – Sample building materials and/or colors;
- 4 – Photographs showing existing conditions, materials and situations; and
- 5 – 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.

<input type="checkbox"/> 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 a scale of at least 1": 100'.	<input type="checkbox"/> Property owner information (name, phone, email, address) to be noted on site plan	<input type="checkbox"/> Locations of proposed structures and setbacks from property line (including dimensions)
<input type="checkbox"/> Property Tax Parcel Number	<input type="checkbox"/> Zoning District (noted on plan)	<input type="checkbox"/> Adjacent property uses
<input type="checkbox"/> Property acreage/square feet	<input type="checkbox"/> Hours of operation	<input type="checkbox"/> Number of employees
<input type="checkbox"/> Parking detail	<input type="checkbox"/> Buffer detail	<input type="checkbox"/> Landscaping detail
<input type="checkbox"/> Trash collection area	<input type="checkbox"/> Loading/unloading area	<input type="checkbox"/> Flood hazard area
<input type="checkbox"/> Number of dwelling units	<input type="checkbox"/> Floor plan detail for existing structures	<input type="checkbox"/> Location of existing R/W easements

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.

APPLICANT ACKNOWLEDGEMENT

By submitting this application, you **agree** to the following statement:

I certify that I have read the instructions to this application and that the information I have included, and any accompanying documentation, is complete and accurate to the best of my knowledge. I further certify that I agree to comply with all conditions of the COA.

SIGNATURE REQUIRED

Applicant – Printed

Applicant Signature

Date