

Application Fees:

Major Work \$150 (Includes advertisement fee)

Minor Work \$50 (Administrative Staff fee)

Received Date: _____

Initials: _____

CERTIFICATE OF APPROPRIATENESS APPLICATION

For Office Use Only:

Application Number: _____ Date processed: _____
 Fee Type: Cash Check # _____ Credit Card Initials: _____

Applicant Acknowledgement:

I understand that the City of Goldsboro must have three (3) sets of Site plans submitted along with an electronic site plan emailed to the Planning Administrative Assistant listed on the website at www.goldsboronc.gov/planning or they will not be able to send out my application for formal review. I understand my review period begins after the City of Goldsboro acknowledges they have an electronic PDF copy of the required site plan. Information on the site plan shall meet or exceed the City of Goldsboro Unified Development Ordinance (UDO) in Section 5.7 Historic Preservation Overlay District. Site plan needs to be in sufficient detail and scale to clearly describe the proposed alteration to the exterior of the property and list, in detail, all materials to be used. Attach drawings, photographs and/or specifications in order to fully explain the proposed work. See attached sheet for common things expected on site plan/application for a Certificate of

Applicant Signature: _____

Application is hereby made to the Historic Commission of the City of Goldsboro for a Certificate of Appropriateness (Complete the following information):

Minor Work Major Work (check which applies)

Property Address: _____

Wayne Co. Pin #: _____

Scope of Work Proposed:

Applicant (Print): _____

Applicant Address: _____ **City,State,Zip:** _____

Applicant Phone: _____ **Applicant Email:** _____

Owner (Print): _____

Owner Address: _____ **City,State,Zip:** _____

Owner Phone: _____ **Owner Email:** _____

(If owner differs from applicant a Owners Authorization Form is required upon submission)

SIGNATURE REQUIRED

Applicant - Printed

Applicant Signature

Date

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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)
- Property acreage/sq feet
- Property Tax Parcel number
- Location of existing R/W and easements
- Zoning district (noted on plan)
- Adjacent property uses
- Locations of proposed structures & setbacks from property line (including dimensions)
- 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