

**CITY OF GOLDSBORO
 CERTIFICATE OF APPROPRIATENESS APPLICATION**

For Office Use Only:	
Application Number: _____	Date Submitted: _____
Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card

TYPE OF WORK CHECK ONE:

\$150.00 MAJOR WORK – Historic District Commission Approval (includes Advertising Costs)

\$50.00 MINOR WORK – Administrative Staff Approval

NOTE: Two (2) copies of a site plan must be submitted when a Certificate of Appropriateness has been requested. *Typical 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 project;*
3. *Sample building materials and/or colors.*
4. *Photographs showing existing conditions, materials and situations*

Prior to the issuance of a building permit to alter the exterior of property within the Goldsboro Historic District, Section 5.7 of the City’s Unified Development Ordinance and Section 160A-397 of the North Carolina General Statutes requires an application for a Certificate of Appropriateness to be submitted and approved by the Goldsboro Historic District Commission.

SITE INFORMATION (COMPLETE ALL SECTIONS):

Property Location/Address: _____ Wayne Co. PIN(s) #: _____

SCOPE OF WORK PROPOSED: 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:

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.

(Complete the following information on Page 2):

Application is hereby made to the Historic District Commission for a Certificate of Appropriateness by:

Applicant (Print): _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Owner (Print): _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

SIGNATURES REQUIRED

Applicant – Printed

Applicant Signature

Date

Owner – Printed

Owner Signature

Date

**CITY OF GOLDSBORO
 OWNER'S AUTHORIZATION**

IF the owner(s) of this subject property are giving authorization for someone else to apply for an application with the City of Goldsboro, for any of the following City of Goldsboro applications:

Please check the applicable box(es):

- Rezoning Site Plan Board of Adjustment - Variance
 Subdivision Conditional Use Permit Home Occupation Permits

This authorization must be completed and submitted at time of application. I/(WE)

_____, do(es) hereby certify that I/(WE)
 (Name of owner(s) of subject property)

am/(are) the Owners of the property legally described below and hereby certify that I/(WE) have given authorization to the following person and/or corporation:

_____ to submit an application
 (Name of Company and Authorized Representative)

to the City of Goldsboro, NC for My/(OUR) property as listed below.

Wayne County Parcel Identification Number(s):	Property Address:
_____	_____
_____	_____

_____	_____	_____
Property Owner – Print	Property Owner Signature	Date

NOTARY STATEMENT
 Sworn to and subscribed before me the _____ day of _____, 20____
 Notary Public in and for the State of _____. County of _____
 I, _____, Notary Public, do hereby certify that
 _____ (name of individual(s) personally appeared before me this
 day and acknowledged the due execution of the foregoing instrument. Witness my hand and official
 seal this _____ day of _____, 20____.

_____	_____
Official Signature of Notary	Notary printed or typed name
SEAL	My commission expires: _____