



APPLICATION FOR  
**CERTIFICATE OF APPROPRIATENESS**  
 HISTORIC PRESERVATION COMMISSION, THOMASVILLE, NC 27360

HISTORIC DISTRICT \_\_\_\_\_

LOCATION \_\_\_\_\_  
 Street Address Where Work Will Be Undertaken

PROPERTY IDENTIFICATION	Tax Map(s)	Tax Block(s)	Tax Lot(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPLICANT \_\_\_\_\_  
 Last Name First Name MI

ADDRESS \_\_\_\_\_  
 Number Street

\_\_\_\_\_ City State Zip

TELEPHONE NO. \_\_\_\_\_  
 Work Home Mobile

FAX NO. \_\_\_\_\_  
 E-MAIL

PROPERTY OWNER \_\_\_\_\_  
 Last Name First Name MI

ADDRESS \_\_\_\_\_  
 Number Street

\_\_\_\_\_ City State Zip

TELEPHONE NO. \_\_\_\_\_  
 Work Home Mobile

If there are additional property owners, check here and attach their names, addresses and phone numbers.

OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Submit COA Application & Documentation to:**  
 PLANNING & INSPECTIONS DEPT  
 CITY OF THOMASVILLE, NC  
 Physical Location: CITY HALL, 10 SALEM ST, 2ND FLOOR  
 Mail To: PO BOX 368, THOMASVILLE, NC 27361-0368  
 FAX: (336) 475-4258      QUESTIONS: (336) 906-5272

**PROPERTY SITE INFORMATION**

Total acreage / square footage of property:

\_\_\_\_\_

Name of Street: \_\_\_\_\_

Total Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_

Structures on property? (If yes, give use and year built for each structure)

\_\_\_\_\_

\_\_\_\_\_

Existing Use: \_\_\_\_\_

Names and addresses of property owners within 100 feet on all sides of property for which the request is made. If additional space is needed, attach names and addresses on a separate sheet.

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The application for a Certificate of Appropriateness (COA) and all supporting information must be received no later than 15 days prior to the Historic Preservation Commission meeting. Incomplete applications will not be reviewed by the Commission.** The Commission meets on the second Tuesday of each month at 5:45 p.m. in the City Council Chambers located on the second floor of the Thomasville Police Building, 7 West Guilford Street. COA applications are reviewed by the Commission in public hearing according to due process. **Applicants and/or their designated representatives are encouraged to attend the public hearing.** The Historic Preservation Commission's action in granting or denying a COA may be appealed by filing notice with the Board of Adjustment within 30 days of the Commission's decision. Appeals are filed in the Department of Planning and Inspections offices.

Upon request, the Commission's Design Review Committee consults informally with the property owner during project planning to advise on the Design Guidelines, the basis of all COA decisions. Such unofficial discussion of the proposed work is not binding upon the Commission in its review of the resulting application.

Certificates of Appropriateness remain in force for the duration of a project. However, if a period of one year passes and no progress has been made toward completing the project, the COA is voided and a new application must be submitted and approved before work may resume.

A new COA application must be submitted for any changes to approved plans. Deviating from approved plans constitutes a violation of the historic district or landmark regulations and is subject to civil penalties.

**The Certificate of Appropriateness does not relieve the property owner from the responsibility of obtaining any other required permits.** Building permits and other permits may be required even if a Certificate of Appropriateness is not required. For more information contact the Zoning Enforcement officer at (336) 906-5272.



### **Exterior Alterations**

- Scaled elevation drawings for alterations such as adding or removing window or door openings.
- Construction details for adding features such as porch columns and railings.
- Photograph of site of proposed alterations.

### **Additions to Buildings**

- Scaled elevation drawings of all sides of the proposed addition.
- Site plan or survey showing existing conditions and the building footprint with the proposed addition indicating distances to property lines
- Photograph of site of proposed alterations.
- Material specifications, color, samples and illustrations

### **Landscaping and Site Improvements**

- Site plan showing location of existing and proposed plantings, fences, walls, walks, patios, driveways, parking areas, pools, dumpsters, mechanical equipment, etc.
- Drawing, illustration, photograph, etc. showing design and dimensions of fences, walls, etc.
- Sample or illustration of materials for walks, patios, etc.

### **New Buildings**

- Scaled elevation drawings of all sides of the proposed building
- Site plan showing existing conditions including all trees over 6" in diameter, building footprint and distances to property lines, site improvements including parking areas, drives, walkways, fences, walls, out buildings, utilities, lighting, and mechanical equipment, etc.
- Landscape plan showing location, type, and size of new plant materials
- Material specifications, color, samples and illustrations

### **Demolition**

- Reason for demolition and proposed reuse of site
- Site plan showing location of trees larger than 6" in diameter and site features such as fences, walls, walks, etc.
- Photographs of all sides of the building to be demolished and streetscape photograph

### **Moving Buildings**

- Reason for relocation
- Site plan showing location of trees larger than 6" in diameter and site features such as fences, walls, driveways, walks, etc.
- Photographs of all sides of the building to be moved
- Description of any proposed exterior alterations and site plan, landscape plan, etc. if new location is within a historic district boundary

### **Signage**

- Photograph of building or site affected
- Sketch, drawing or photograph of proposed sign design with pertinent dimensions and materials description
- Sketch, plot plan or description of proposed sign location on building or site