

Walter M. Gardner, Jr.
Mayor

John Freeman
Administrator

TOWN OF WARRENTON
Historically Great - Progressively Strong
P O Box 281
Warrenton, NC 27589-0281

**HISTORIC DISTRICT COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)
MAJOR WORK**

Date: _____ APPLICATION FEE: \$50

I (we) the undersigned request a major Certificate of Appropriateness for the following plans and proposals:

Please include the following information with this application. All information must be received before an application will be considered.

\$50 Application Fee: _____ Site Plan: _____ Scale Drawings: _____

Elevation Drawings: _____ Photographs: _____ Other: _____

Property location (street address): _____

Property owner: _____

Applicant (if different from owner): _____

Address: _____

Phone: (home): _____ (business): _____ (cell): _____

EXISTING CONDITIONS:

Current use of property: _____

Description of Property/Structure (historic significance, architectural style, date of construction and general history):

(Use additional sheets as necessary. Include photographs showing present state of the property.)

PROPOSED ACTION: I (We) hereby apply for the Certificate of Appropriateness required by the laws of North Carolina and Ordinances of the Town of Warrenton for the proposed work as described below (please check):

Major Maintenance/Repair: _____ Restoration: _____ Signage: _____

Major Alterations/Remodeling: _____ Demolition: _____ Moving: _____

Landscape alterations (incl. large tree cutting): _____ Other: _____

Describe in detail the work proposed: _____

(use additional sheets as necessary)

This application will be considered only after it is complete, with all necessary attachments. Applications must be filed at Town Hall by the first Thursday of each month for consideration at the monthly meeting of the Historic District Commission. A subcommittee of the Historic District Commission may meet informally with an applicant. A public hearing may be held. Formal action to either issue or deny a COA will be within a reasonable time not to exceed 180 days.

It is mandatory that the Applicant or his/her representative be present at the Historic District Commission meeting during which an Application for Major Work is reviewed. Contractors may accompany or even represent the Applicant, and may assist with the preparation of the Application. A contractor's proposal is a helpful attachment to an Application.

If the Application is approved, the Chairman of the Historic District Commission will issue a Certificate of Appropriateness clearly describing the nature of the approved work. If requested, the Secretary will mail a copy of the minutes of the meeting at which approval was granted. The COA and zoning permit will be transmitted to the property owner and must be displayed on the project. A copy of this information will be forwarded to the Warren County Code Enforcement Officer (Building Inspector) who is responsible for its enforcement.

After approval and issuance of a COA, a member of the Historic District Commission may be assigned personally to your project and will follow its progress to completion. This member will determine that work done is in accordance with that approved, and will be available to assist the applicant should the need for changes arise. Access to the exterior of the construction site shall be offered to the Historic District Commission member when requested.

Certificates of Appropriateness are to be used only for the work described on this Application. NOTE— ANY CHANGES OR ADDITIONS TO THE WORK DESCRIBED IN THE APPLICATION MUST BE RESUBMITTED TO THE TOWN ADMINISTRATOR FOR POSSIBLE RECONSIDERATION BY THE HISTORIC DISTRICT COMMISSION.

Work must be started within one (1) year of the issuance of the COA

Signature of Applicant: _____ Date: _____

STAFF USE ONLY: Submission Date: _____	Received by: _____
Public hearing date (if required): _____	
Application fee of \$50 received: _____	COA Approved: _____ Denied: _____