



Walter M. Gardner, Jr. – Mayor  
Robert F. Davie, Jr. – Town Administrator

P.O. Box 281  
Warrenton, NC 27589-0281  
(252) 257-1122 Fax (252) 257-9219

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

Date: \_\_\_\_\_

NO APPLICATION FEE

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

Property location (street address): \_\_\_\_\_

\_\_\_\_\_

Property owner: \_\_\_\_\_

Applicant (if different from owner): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (home): \_\_\_\_\_ (business): \_\_\_\_\_ (cell): \_\_\_\_\_

Current use of property: \_\_\_\_\_

\_\_\_\_\_

Describe in detail the work to be undertaken, attach photos, drawings, plans, renderings, materials, etc. to give as much information as possible on the requested project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Certificates of Appropriateness are used only for the work described on the application. A copy of this information will remain on file for enforcement purposes.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

STAFF USE ONLY:      Submission Date: \_\_\_\_\_

Received by: \_\_\_\_\_      Approved: \_\_\_\_\_      Denied: \_\_\_\_\_