



INSTRUCTIONS TO APPLICANTS FOR CERTIFICATE OF APPROPRIATENESS- MAJOR WORKS

A. Application Procedures

Applicants for *Certificates of Appropriateness* are available from the Planning Department. Completed applications should be filed with the Planning Department by 5:00 pm no later than twenty-five (25) working days prior to the scheduled monthly meeting of the Town of Southern Pines Historic District Commission. The fee of \$480.00 must be paid with the application submittal.

For applications to be accepted by the Planning Department, they must be accompanied by:

1. Four (4) copies of all drawings, photographs, specifications, and complete descriptions necessary to describe the proposed scope of work. (See Section B)
2. List of all adjacent property owners and their mailing addresses. Adjacent properties are those considered to be within two hundred (200) feet of all sides of the subject property.
3. Stamped, letter size #10 envelopes, addressed to all adjacent property owners with the return address listed as: Town of Southern Pines Historic District Commission, 180 SW Broad Street, Southern Pines, North Carolina 28287.

CERTIFICATES OF APPROPRIATENESS ARE VALID FOR ONE (1) YEAR FROM DATE OF ISSUE

Each member of the Town of Southern Pines Historic District Commission receives a copy of the application to review prior to the meeting. The application must be typed, written, and drawn in BLACK INK ONLY to ensure legible photocopies. Applications prepared in other colored inks and/or color pencils will not be accepted.

All information submitted with an application will be retained by the Town of Southern Pines Historic District Commission.

B. Information required for a *Certificate of Appropriateness*

1. Exterior Alteration or Repair.

Describe clearly and in detail all work to be done. Include the following items where appropriate:

- A. Drawings, descriptions, specifications, manufacturer's illustrations or other descriptions of proposed changes to the exterior of the building, new additions, or site improvements. Drawings with accurately measured distances are required for major changes to the exterior of the building, new additions, or site improvements including but not limited such items as: roofs, facades, porches, and prominent architectural features.
- B. Photographs of existing conditions, including any necessary details.
- C. Color schedules and samples.
- D. Colors of brick and mortar type to be used for masonry work.
- E. Samples of proposed materials when the original material will not be retained.
- F. Site information including the location of all large trees, parking areas, walls, fences, accessory structures, walks, lighting, pavement patios, decks, or landscape features of note where major site improvements are proposed.
- G. Landscape plan with measured distances for new parking areas or other major improvements.

2. New Construction.

Describe the nature of the proposed project. Include the following items as appropriate:

- A. Site plan with measured distances.

- B. Elevation drawings of each façade and specifications, which clearly show the exterior appearance of the proposed project, including dimensional details.
- C. Photographs of proposed site and surrounding properties.
- D. Color schedules and samples.
- E. Colors of brick and mortar type to be used for masonry work.
- F. Samples of proposed materials when the original material will not be retained.
- G. Site information including the location of all large trees, parking areas, walls, fences, accessory structures, walks, lighting, pavement patios, decks, or landscape features of note where major site improvements are proposed.
- H. Landscape plan with measured distances for new parking areas or other major improvements.

3. Demolition of Structures.

- A. Describe the structure and give reason(s) for the demolition. Include photographs of existing conditions. If the structure is to be relocated with in the Historic District, describe any proposed changes.
- B. Describe any site features which will be altered or may be disturbed, including but not limited to the foundation, walls, driveways, landscaping, etc.

4. Relocation of Structures.

- A. Provide the reason(s) for the relocation. Include photographs of existing conditions. If the structure is to be relocated with in the Historic District, describe any proposed changes.
- B. Describe any site features which will be altered or may be disturbed, including but not limited to the foundation, walls, driveways, landscaping, etc.

Date Received: _____

By: _____

Please list all of the individuals, firms or corporations owning each parcel adjacent to the property that is the subject of the hearing requested. Notice shall be mailed to the owners of all properties involved in the permit request as well as to the owners of all properties or any portion of which within two hundred (200) feet of the outermost boundaries of the property owned by the applicant. Not fewer than ten (10) closest property owners shall be notified by mail. It is required to furnish PIN and Parcel ID (LRK) Numbers for each property along with the property owner's name and address. Attach an additional sheet if needed.

1. **Property owners' name:** _____
Mailing Address: _____

Parcel ID/LRK #: _____
Adjacent Property Address: _____

2. **Property owners' name:** _____
Mailing Address: _____

Parcel ID/LRK #: _____
Adjacent Property Address: _____

3. **Property owners' name:** _____
Mailing Address: _____

Parcel ID/LRK #: _____
Adjacent Property Address: _____

4. **Property owners' name:** _____
Mailing Address: _____

Parcel ID/LRK #: _____

Adjacent Property Address: _____

5. Property owners' name: _____

Mailing Address: _____

Parcel ID/LRK #: _____

Adjacent Property Address: _____

6. Property owners' name: _____

Mailing Address: _____

Parcel ID/LRK #: _____

Adjacent Property Address: _____

7. Property owners' name: _____

Mailing Address: _____

Parcel ID/LRK #: _____

Adjacent Property Address: _____

8. Property owners' name: _____

Mailing Address: _____

Parcel ID/LRK #: _____

Adjacent Property Address: _____

9. Property owners' name: _____

Mailing Address: _____

Parcel ID/LRK #: _____

Adjacent Property Address: _____

10. Property owners' name: _____

Mailing Address: _____

Parcel ID/LRK #: _____

Adjacent Property Address: _____

Please note that if you have more than (10) ten adjacent property owners, use another sheet for additional names, if necessary. Please include a stamped envelope addressed to each adjacent property owner with the following return address: Town of Southern Pines, Attn: Planning Department, 180 SW Broad Street, Southern Pines, NC 28387

AUTHORITY FOR APPOINTMENT OF AGENT

The undersigned owner,

Does hereby appoint:

As the exclusive agent for the purpose of making an application to the Historic District Commission for a *Certificate of Appropriateness* on the property described in the attached application. The owner does hereby agree that this agent has the authority to do the following acts for and on behalf of the owner:

1. To submit an application and the required supplemental materials.
2. To appear at public meetings and to give representation and comments on behalf of the owner.
3. To accept conditions or recommendations made for the issuance of the *Certificate of Appropriateness* on the owner's property.
4. To act on the owner's behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of any application for a *Certificate of Appropriateness* under the Southern Pines Zoning Ordinance and the Southern Pines Historic District Guidelines.

This agency agreement shall continue in effect until final resolution of this *Certificate of Appropriateness*.

This _____ day of _____

Agent Signature: _____

Owner's Signature: _____