



# Certificate of Appropriateness Major Work

---

## **REQUIRED APPLICATION MATERIALS:**

- \_\_\_\_\_ **Application fee** in the amount of **\$480.00**.
- \_\_\_\_\_ **Completed Application** for a Certificate of Appropriateness – Major Work signed by the applicant. Please do not leave anything blank and make sure all of the information provided is correct.
- \_\_\_\_\_ **Appointment of Agent**, if applicable, signed by the property owner(s) and the agent as evidence that the current property owner(s) approve(s) of the proposed work.
- \_\_\_\_\_ **Deed** copy to provide proof of ownership and property boundaries.
- \_\_\_\_\_ **Project description**: Please tell us what currently exists and what changes you are proposing. Please attach written descriptions, maps, illustrations/renderings, photographs, material samples, etc. as necessary.
- \_\_\_\_\_ **Written narrative**: Please address compliance with all of the criteria listed in **UDO §2.28.10 Criteria for a Certificate of Appropriateness – Major Work**. The Historic District Commission will determine if the application meets the established criteria for approval. The list of criteria is attached.
- \_\_\_\_\_ **Electronic copy (PDF) of all application materials** submitted to [plan@southernpines.net](mailto:plan@southernpines.net).

**PLEASE SUBMIT ONLY ONE (1) COMPLETE SET OF ALL MATERIALS.**

## **REVIEW AND APPROVAL:**

1. **Staff review**: Planning staff will review the application and notify the applicant if additional materials are needed. It is the applicant’s responsibility to demonstrate compliance with applicable criteria.
2. **Public hearing**: The applicant is expected to attend a public hearing before the Historic District Commission at its regular monthly meeting. Please refer to the **Application Processing Timeline** to determine the hearing date.
3. **Issuance of Certificate of Appropriateness**: If the request is approved by the Historic District Commission, a Certificate of Appropriateness - Major Work setting forth any conditions of approval will be issued to the applicant. All construction associated with the project and/or the operation of the development must comply with the Certificate of Appropriateness.

COMMUNITY DEVELOPMENT DEPARTMENT  
TOWN OF SOUTHERN PINES  
180 SW BROAD STREET  
SOUTHERN PINES, NORTH CAROLINA 28387





# Certificate of Appropriateness Major Work

Date Received: _____	Fee Paid: _____	Case No.: HD-____-____
----------------------	-----------------	------------------------

**Project Information:**

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

PIN: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

Site Size: \_\_\_\_\_

Zoning: \_\_\_\_\_

**Applicant:**

Name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**Authorized Agent, if different from Applicant:**

Name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**Legal Property Owner(s), if different from Applicant:**

Name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**TO THE TOWN OF SOUTHERN PINES HISTORIC DISTRICT COMMISSION:**

I submit this application for a Certificate of Appropriateness – Major Work to make the following change(s) which may alter the exterior appearance of property within the Town of Southern Pines Historic District:

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Addition</b> (new)                                    | <input type="checkbox"/> <b>Parks &amp; Parkways</b> - steps, paving (new)          |
| <input type="checkbox"/> <b>Awning</b> (new structure or placement)               | <input type="checkbox"/> <b>Porch</b> (replace/enclose/remove)                      |
| <input type="checkbox"/> <b>Building</b> (new)                                    | <input type="checkbox"/> <b>Roof</b> (rebuild)                                      |
| <input type="checkbox"/> <b>Deck</b> - side (new)                                 | <input type="checkbox"/> <b>Roof</b> (replace w/ different materials)               |
| <input type="checkbox"/> <b>Demolition</b>  | <input type="checkbox"/> <b>Roof structure</b> – skylight, solar panels etc. (new)  |
| <input type="checkbox"/> <b>Doors</b> (new)                                       | <input type="checkbox"/> <b>Siding</b> (new where it did not previously exist)      |
| <input type="checkbox"/> <b>Doors</b> (replace w/ new materials or configuration) | <input type="checkbox"/> <b>Siding</b> (replace w/ same or different)               |
| <input type="checkbox"/> <b>Driveway</b> - front or side (new)                    | <input type="checkbox"/> <b>Sign</b> - freestanding (new structure or placement)    |
| <input type="checkbox"/> <b>Fencing/Low Walls</b> - front or exterior side (new)  | <input type="checkbox"/> <b>Stairs</b> - front or side (new)                        |
| <input type="checkbox"/> <b>Foundation</b> (rebuild/replace)                      | <input type="checkbox"/> <b>Storefront</b> (new)                                    |
| <input type="checkbox"/> <b>Garage</b> - rear or side (new)                       | <input type="checkbox"/> <b>Storefront</b> (rebuild)                                |
| <input type="checkbox"/> <b>Gutters &amp; Downspouts</b> (replace)                | <input type="checkbox"/> <b>Vegetation</b> (remove or add new)                      |
| <input type="checkbox"/> <b>Lighting</b> - exterior/commercial (new)              | <input type="checkbox"/> <b>Vegetation</b> (removal of a healthy tree)              |
| <input type="checkbox"/> <b>Masonry</b> -(repoint/rebuild)                        | <input type="checkbox"/> <b>Walks, Patios, Driveways</b> - front or side (new)      |
| <input type="checkbox"/> <b>Painting</b> (repainting a new color)                 | <input type="checkbox"/> <b>Water Feature</b> - pool/fountain/pond (new)            |
| <input type="checkbox"/> <b>Painting</b> (previously unpainted surface)           | <input type="checkbox"/> <b>Windows</b> (replace with new)                          |
| <input type="checkbox"/> <b>Parking Lot</b> (new)                                 | <input type="checkbox"/> <b>Windows</b> (new placement/different materials/config.) |

**ADJACENT PROPERTY OWNERS:**

Please list all properties that are that are within two hundred (200) feet of the outermost boundaries of the subject property. Attach additional pages if needed. No fewer than ten (10) property owners shall be notified by mail.

1. Adjacent property: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_  
Property owner(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_
2. Adjacent property: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_  
Property owner(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_

3. Adjacent property: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_  
Property owner(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_
4. Adjacent property: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_  
Property owner(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_
5. Adjacent property: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_  
Property owner(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_
6. Adjacent property: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_  
Property owner(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_
7. Adjacent property: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_  
Property owner(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_
8. Adjacent property: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_  
Property owner(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_
9. Adjacent property: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_  
Property owner(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_
10. Adjacent property: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_  
Property owner(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_

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

\_\_\_\_\_  
Applicant

**Note: The attached Appointment of Agent form must be submitted if the Applicant is not the property owner.**

**APPOINTMENT OF AGENT**

The undersigned owner(s), \_\_\_\_\_, hereby appoint(s) \_\_\_\_\_ as the exclusive agent for the purpose of making an application to the Town of Southern Pines for a **Certificate of Appropriateness – Major Work** on the property described in the attached application. The owner(s) hereby agrees that this agent has the authority to act for and on behalf of the owner(s) as follows:

1. to submit an application and required supplemental materials;
2. to appear at public meetings and give representation and comments on behalf of the owner(s);
3. to accept conditions or recommendations made by the Town of Southern Pines Historic District Commission for the issuance of a **Certificate of Appropriateness – Major Work** on the subject property; and
4. to act on behalf of the owner(s) 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 – Major Work** under the Southern Pines Unified Development Ordinance.

This Appointment of Agent shall remain in effect until final resolution of the attached application.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Agent

**UDO §2.28.10. Criteria for a Certificate of Appropriateness – Major Work**

- (A) In considering an application for a Certificate of Appropriateness, the Commission shall take into account the historical and/or architectural significance under consideration and the exterior form and appearance of any proposed additions or modifications to that structure that are visible from a public right-of-way. The Commission shall not consider interior arrangement or use.
- (B) The Commission shall consider the following factors when determining whether the application is or is not congruous with the historic aspects of the Historic District:
1. The height of the building in relation to the average height of the nearest adjacent and opposite buildings.
  2. The setback and placement on a Lot of the building in relation to the average setback and placement of the nearest adjacent and opposite buildings.
  3. Exterior construction materials, including texture and pattern.
  4. Architectural detailing, such as lintels, cornices, brick bond and foundation materials.
  5. Roof shapes, forms and materials.
  6. Proportion, shape, positioning and location, pattern and size of any elements of fenestration.
  7. General form and proportions of buildings and structures.
  8. Appurtenant fixtures and other features such as lighting.
  9. Structural conditions and soundness.
  10. Architectural scale.
  11. Secretary of the Interior Guidelines.
- (C) Prior to approving the application, the Commission shall make the following findings:
1. Work is compatible and appropriate in preserving, retaining, repairing, or restoring the defining historic character of a property and the district. Specifically, the work is considered compatible and appropriate in terms of material, design, dimensions, mass, scale, orientation, color and other applicable considerations;
  2. Work does not damage or remove significant character defining features of the building and will not adversely affect its contribution to the larger historic district; and
  3. Work is consistent with the adopted design guidelines for the historic district.