



Certificate of Appropriateness Minor Work

REQUIRED APPLICATION MATERIALS:

- _____ **Application fee** in the amount of **\$50.00**.
- _____ **Completed Application** for a Certificate of Appropriateness – Minor Work signed by the applicant. Please do not leave anything blank and make sure that 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 **UDO §2.45.5 Criteria for a Certificate of Appropriateness – Minor Work** set forth below. Planning staff will determine if the application you are submitting meets the following criteria for approval:

2.45.5. Criteria

In considering an application for a Certificate of Appropriateness - Minor Work, the Planning Director 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 the structure that are visible from a public right-of-way. The Planning Director shall not consider interior arrangement or use.

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 information or materials are needed. It is the applicant's responsibility to demonstrate compliance with applicable criteria.
2. **Issuance of Certificate of Appropriateness**: If the request is approved, a Certificate of Appropriateness - Minor Work setting forth any conditions of approval will be issued to the applicant. All construction associated with the project must comply with the Certificate of Appropriateness.

PLANNING DEPARTMENT
TOWN OF SOUTHERN PINES
180 SW BROAD STREET
SOUTHERN PINES, NORTH CAROLINA 28387
plan@southernpines.net (910) 692-4003 www.southernpines.net



Certificate of Appropriateness Minor Work

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

Project Information:

Street Address: _____

PIN: _____ PARID: _____

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 PLANNING DEPARTMENT STAFF:

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

Date: _____
_____ Applicant

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

APPOINTMENT OF AGENT

The undersigned **property 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 – Minor Work** on the property described in the foregoing application. The property owner(s) hereby agree(s) that this agent has the authority to act for and on behalf of the property 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 Planning Department staff for the issuance of a **Certificate of Appropriateness – Minor Work** on the subject property; and
4. to act on behalf of the property 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 – Minor Work** under the Southern Pines Zoning Ordinance and the Southern Pines Historic District Design Guidelines.

This Appointment of Agent agreement shall remain in effect until final resolution of this application.

Signed this _____ day of _____, _____.

Property Owner

Property Owner

Agent