November 2014

CITY OF ELIZABETH CITY
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
A.P. Midgett Municipal Building
302 Colonial Avenue
P.O. Box 347
Elizabeth City, NC 27909
(252) 337-6672

Please Provide Electronic Copies of the Application
and Photographs of Exterior Improvements

ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS APPLICATION

Complete this application in compliance with Article XII Section 12-8 of the Unified Development Ordinance. A Certificate of Appropriateness is required prior to initiating any improvements to structures, property, and landmarks located within the W Main and Downtown Historic Districts. A Certificate is also required for new construction and all signage. In order to ensure that the proposed improvements comply with City regulations, we recommend that the applicant review the City of Elizabeth City’s Unified Development Ordinance; the Ordinance may be accessed at http://www.ci.elizabeth-city.nc.us/.

The fee for each Certificate is $20.00. This fee does not include the cost of other permits required to complete the project. All fees are non-refundable, non-transferable, and are charged per application. Applications will not be processed unless fees have been paid in full. All application petition responses must be typed in black ink. All responses must be legible and filled out completely – illegible and/or incomplete applications will be returned. Applications are not accepted via facsimile or email. Submit the completed application, supporting documents and materials, and fees to the City of Elizabeth City Planning Department via delivery or U.S. Post.

Be aware that it is the applicant’s responsibility to ensure that no utilities will be damaged or affected when commencing a project. All contractors must have a valid local privilege license when performing work within the city limits. Any projects initiated in whole or in part prior to a Certificate being issued can be denied approval and all improvements removed by order of the Elizabeth City Historic Preservation Commission or their agent.

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION
SECTION A – APPLICANT & PROPERTY INFORMATION

Property Address: ________________________________________________________________

Parcel ID(s) (12-digit): ____________________________________________________________

Zoning Classification: __________ Overlay District (if applicable): _______________________

Tax Map Number____________ Block: ______________ Lot: ______________

Year the Building was built: __________________________________________________________________

Previous Certificates requested (if any), indicate case no., project type, and year:________

_______________________________________________________________________________________

Owner’s Name: ________________________________________________________________

Address: _______________________________________________________________________

Phone Number: ___________________________________________________________________

Email Address: ___________________________________________________________________

Applicant (if different from owner): _______________________________________________________________________

Address: _______________________________________________________________________

Phone Number: ___________________________________________________________________

Email Address: ___________________________________________________________________

Please indicate the approximate location of the subject property on the map below.
Excerpt from the Elizabeth City Historic Preservation Commission and Certificates of Appropriateness Brochure.

**MINOR WORK ON STRUCTURES WITHIN THE HISTORIC DISTRICTS**

Minor work items require a COA; however, this work can be approved on behalf of the Historic Preservation Commission by the Planning Director. Items included in this category are:

1) Painting, including a change of colors, except for previously unpainted brick.

2) Landscaping projects, other than major projects.

3) Installation of mechanical equipment.

4) Installation of exterior lighting fixtures, except major floodlights, spotlights or entrance door lights.

5) Installation of a valance to the existing awnings provided there is no writing on the valance.

6) Installation of historical identification signs.

7) Removal of deteriorated accessory buildings which are not original to the site.

8) Removal of dead or storm-damaged trees.

9) Re-roofing with material of a different color than the existing color.

10) Installation of appropriate advertising signs within the downtown historic district and sandwich board signs.

11) Upgrading utilities, to bring them up to code.
1) Please describe in detail all proposed changes to the property, listing all materials to be used.

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2) Material Samples

Provide samples of the materials to be used for the project. Include paint samples/chips, brick shavings, tile samples, etc.
I, ___________________________________________ (LANDOWNER’S NAME) am the owner of the property located in the Elizabeth City planning jurisdiction at:

Street Address: __________________________________________

I hereby authorize ______________________________________ (APPLICANT’S NAME) to appear with my consent before the City of Elizabeth City Planning Department and/or the Historic Preservation Commission in order to request a Certificate of Appropriateness for the above noted location. I authorize the City of Elizabeth City to advertise and the applicant to present this matter in my name as the owner of the property. I hereby authorize City Officials to enter my property to conduct relevant site inspections as deemed necessary to process the application. All information submitted and required as part of the approval process shall become public record. I, as the land owner, hereby CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE; AND BY ACCEPTING THIS certificate, if approved, shall in every respect conform to the terms of this application and to the provisions of the Statutes and Ordinances regulating development in City of Elizabeth City. Any VIOLATION of the terms above stated and/or City Code regulations will result in civil penalties. If there are any questions, you may contact me at:

Street Address: __________________________________________

City/State/Zip Code: __________________________________________

Phone Number: __________________________________________

Email Address: __________________________________________

Owner’s Signature: __________________________________________

__________________________________________________________________

Sworn to and subscribed before me, this the _____ day of ____________, 20____.

__________________________________________________________________

Notary Public

My commission expires: ______________________________