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.

Application deadlines are 21 calendar days prior to the hearing date. Regular meetings of the Commission are held the second Thursday of each month. You will be notified of your scheduled hearing date and time. A decision by the Commission may be appealed to the Board of Adjustment in accordance with City Ordinance.

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION
INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT
INDICATE ‘NOT APPLICABLE’ OR ‘N/A’ WHERE APPROPRIATE
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.
SECTION B – SUPPORTING DOCUMENTS

All written materials and photographs must be a minimum of 8½” x 11” paper; plans, maps, surveys, and plans must be a minimum of 24”x36” paper. A copy of the Site Plan Check list will be made available upon request. The applicant must supply one (1) original and ten (10) copies of the completed application, supporting documents, photographs and materials. Please plan to attend the meeting to present evidence as to the congruity of your proposal. Failure to attend may result in delay or denial of your application.

1. Cover Sheet
   Provide identification of the property and applicants.

2. Written Description
   Please describe all proposed changes to the property, list all materials to be used, and provide justification for their appropriateness. Refer as specifically and completely as possible the exterior architectural alterations to be made. Presenting your proposal with these criteria in mind will provide a clear basis for the Commission’s deliberations.

   The Historic District Commission uses the following criteria to judge appropriateness:
   a) the height of the building in relation to the average height of the nearest adjacent and opposition buildings;
   b) the setback and placement on the lot of the building in relation to the average setback and placement of the nearest adjacent and opposite buildings;
   c) the exterior construction materials, including texture and pattern;
   d) the architectural detailing, such as lintels, cornices, brick bond, and foundation materials;
   e) the roof shape, forms, and materials;
   f) the proportion, shape location, pattern and size of any elements of fenestration (windows, doors)
   g) the general form and proportion of the building;
   h) the accessory fixtures and other features (including lighting fixtures, hardware, awnings, etc.)
   i) the architectural scale in relation to existing structures and surrounding buildings; and
   j) structural conditions and soundness
   k) the exterior paint colors
   l) the landscaping or parking areas

3. Visual Description
   Provide photographs of the existing property and elevation drawings of the proposed changes. Depict changes in as much detail as possible, paying special attention to those features, which the Commission uses to judge appropriateness. This section of the application allows the Commission to see the current state of the property, to visualize the proposed changes, and to assess their impact. The visual description must include dimensions. For new buildings and major additions, the visual description must include the interior floor plan.
4. Site Plan of the Lot
   Provide a site plan or plot, with scale indicating dimensions. The site plan must show the lot and a footprint of the building and other major features (such as driveways) as they exist, and indicate the proposed changes. Topographical mapping is required for new construction or large projects in order to assess the appearance of the structure in relation to the street, the slope of the lot, or surrounding buildings. **ALL SITE PLANS MUST BE FOLDED.**

5. Notification of Surrounding Property Owners
   All property owners within 100 feet of the property being considered for COA must be mailed an Adjacent Property Owner Notification prior to the Historic Preservation Commission meeting. The applicant is responsible for supplying a list of the names and mailing address for these property owners, including the name and address for the president of the Property Owners/Homeowners Association. In addition, the applicant must supply stamped, addressed #10 envelopes for each of the property owners within the 100 feet radius. The return address should read: City of Elizabeth City; Planning Department; PO Box 347; Elizabeth City, NC 27909. A current list of property owners and their addresses may be obtained from the Pasquotank County Tax Department.

   In addition to the formal notice which the City will send about the application, you may find it useful to discuss changes with surrounding property owners in order to address their concerns both in your planning and presentation. The outcome of those discussions may be presented as a part of your written description.

6. Information Regarding Surrounding Property
   For new construction or large projects, the applicant is required to provide the following information:
   - the height of the nearest adjacent and opposite buildings
   - the setback and placement on the lot of the nearest adjacent and opposite building
   - the scale of the nearest adjacent and opposite buildings, including the percentage of lot coverage

7. Property Information
   Provide a description of the architectural features, additions, remodeling, and any alterations to the structure(s). Note any outbuildings on the property. Provide a history of the structure, giving construction dates (specifically, original, renovation, rehabilitation, and restoration project dates and descriptions) and architect or carpenter and briefly noting any significant events, personages and/or families associated with the property. Provide current exterior color photographs of the property.

8. Material Samples
   Provide samples of the materials to be used for the project. Include paint samples/chips, brick shavings, tile samples, etc. These items will be returned to the applicant.
SECTION C – AUTHORIZATION

NOTE: PROPERTY OWNERS MUST COMPLETE THIS FORM. IF THE PERSON REQUESTING THE CITY OF ELIZABETH CITY, TO TAKE ACTION ON THE PROPERTY IS NOT THE OWNER OF THE PROPERTY, OR UNDER CONTRACT TO PURCHASE, THEN THE ACTUAL OWNER OF THE LAND MUST COMPLETE THIS FORM WITH HIS/HER SIGNATURE NOTARIZED. IF THE PROPERTY OWNER IS THE APPLICANT PLEASE COMPLETE THE SECTION BELOW AND SIGN AS INDICATED.

FAX, SCAN, OR COPY IMAGES OF THE ORIGINAL DOCUMENT WILL NOT BE ACCEPTED.

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: __________________________________________________________