



City of Salisbury  
 Development Services  
 132 North Main Street  
 Salisbury, NC 28144  
 Ph. 704-638-5208  
 Em. 1stop@salisburync.gov

# CERTIFICATE OF APPROPRIATENESS

SHADED AREAS FOR STAFF USE ONLY

## CONTACT INFORMATION

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 Agent/Applicant (if different): \_\_\_\_\_ Phone: \_\_\_\_\_  
 Company/Address: \_\_\_\_\_ Email: \_\_\_\_\_

## PROPERTY & PROJECT INFORMATION

District:  Brooklyn-South Square  Ellis Street  North Main  West Square  Downtown  Landmark

Address: \_\_\_\_\_ Rowan County Parcel ID: \_\_\_\_\_

Description of Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Please submit additional details, photographs, and plans as required separately, as described in the project checklist.*

## SIGNATURE

- I have completed the project checklist at the back of this form
- I am familiar with the Local Historic District Design Standards and have reviewed my project with the Standards (salisburync.gov/preservation)
- I am aware that Historic Preservation Commission staff may photograph and inspect the work at reasonable times solely in performance of their duties.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FILING DATE:

CASE NUMBER:

STAFF NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Minor Work (staff review, no fee)
- Major Work (HPC review, \$25 fee)
- After-the-fact COA (\$250 fee)

APPROVED BY:

APPROVAL DATE:

**PROJECT CHECKLIST**

**TYPE OF PROJECT**

**REQUIRED SUPPORTING MATERIALS**

<input type="checkbox"/> Windows and Exterior Door Replacements	<input type="checkbox"/> Photos of existing conditions <input type="checkbox"/> Sample of proposed replacements
<input type="checkbox"/> Roofing	<input type="checkbox"/> Photos of existing roof <input type="checkbox"/> Sample of proposed material
<input type="checkbox"/> Painting and Staining	<input type="checkbox"/> Photos of existing conditions <input type="checkbox"/> Proposed color samples, color chips
<input type="checkbox"/> Fencing	<input type="checkbox"/> Photos of existing conditions <input type="checkbox"/> Drawings or photos of proposed fencing <input type="checkbox"/> Site plan for fencing location <input type="checkbox"/> Material specification
<input type="checkbox"/> Signage	<input type="checkbox"/> Dimensional drawing <input type="checkbox"/> Photos of existing conditions <input type="checkbox"/> Material specification
<input type="checkbox"/> Lighting	<input type="checkbox"/> Fixture specification <input type="checkbox"/> Photos of existing conditions
<input type="checkbox"/> Walkways, Driveways, and Parking Areas	<input type="checkbox"/> Site plan <input type="checkbox"/> Material Specifications <input type="checkbox"/> Photos of existing conditions
<input type="checkbox"/> Porches, Patios, Decks, Exterior Stairs, Railings, and Columns	<input type="checkbox"/> Site Plan <input type="checkbox"/> Elevation Plan <input type="checkbox"/> Material Specifications <input type="checkbox"/> Photos of existing conditions
<input type="checkbox"/> Gutters	<input type="checkbox"/> Material Specifications <input type="checkbox"/> Photos of existing conditions
<input type="checkbox"/> Tree removal	<input type="checkbox"/> Certified Arborist Report <input type="checkbox"/> Photos of existing conditions <input type="checkbox"/> Details on replacement trees or landscaping
<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Site Plan <input type="checkbox"/> Elevation Plan <input type="checkbox"/> Material Specifications <input type="checkbox"/> Photos of existing conditions
<input type="checkbox"/> Demolition and Structure Removal	<input type="checkbox"/> Site Plan <input type="checkbox"/> Photos of existing conditions
<input type="checkbox"/> New Construction, Additions, Structure Installation	<input type="checkbox"/> Site Plan <input type="checkbox"/> Elevation Plan <input type="checkbox"/> Material Specifications <input type="checkbox"/> Photos of Existing Conditions
<input type="checkbox"/> State or Federal Tax Credit Projects — Visit NC Department of Cultural Resources, Historic Rehabilitation Tax Credits for more information	<input type="checkbox"/> Copy of plans approved by SHPO <input type="checkbox"/> SHPO approval letter