



City of Salisbury
Development Services
132 North Main Street
Salisbury, NC 28144
Ph. 704-638-5208

CERTIFICATE OF APPROPRIATENESS

SHADED AREAS FOR STAFF USE ONLY

FILING DATE:

Minor Work (staff)

Major Work (HPC) : Owner Agent? Yes No

CASE NUMBER:

After-the-Fact COA \$250.00 Fee

STAFF NOTES: _____

APPROVED BY:

APPROVAL DATE:

CONTACT INFORMATION

Property Owner: _____ Phone: _____

Address: _____

_____ email: _____

Agent: _____ Phone: _____

Address: _____ email: _____

PROPERTY & PROJECT INFORMATION

Rowan County Parcel ID(s):

Address: _____

Description of Work: _____

SIGNATURE

Additional information is attached to fully describe the appearance of the proposed work. This could include a site plan, elevations, sketches drawn to the approximate scale, basic dimensions, color samples, photographs, product brochures or other documents.

I am familiar with the Historic District Design Guidelines pertaining to my project.

I have completed the project checklist on the back of this form.

I am aware that Historic Preservation Commission (HPC) members, or staff, may enter upon private land at reasonable times to inspect the work or the site solely in performance of their duties.

Applicant: _____

PROJECT CHECKLIST

TYPE OF PROJECT :

REQUIRED SUPPORTING MATERIALS:

Tree Removal

- Site plan showing species and changes/landscape features
- Certified Arborist report for tree removal

Roofing

- Photos of existing
- Roofing material sample

Masonry repairs (foundations, chimneys, etc.)

- Photos showing existing conditions
- Material sample/information

Fences

- Site plan showing proposed location of fence
- Drawing or photos of fence style
- Fence material information/specs

Restoration of original architectural details

- Drawings
- Photos of existing non-original materials
- Documentation of original materials/design
- Material samples
- Specifications

Lighting fixtures

- Photos
- Fixture specifications

Front walk, driveway, and/or parking area
(new or changes to existing)

- Site plan
- Photos
- Material specs/samples

Addition of accessory structure

- Site plan
- Photos
- Material specs/samples

Signs

- Plan of proposed sign
- Material specs/samples
- Dimensional drawings
- Photos

Demolition of any structure

- Photos of existing conditions
- Plan for site after demolition

Windows

- Photos showing existing conditions
- Elevation plan
- Window sample

Additions to primary structure

- Architectural drawings
- Elevation plans
- Material specs/brochure
- Site plan
- Photos of existing structure
- Material samples

New construction

- Architectural drawings
- Elevation plans
- Site plan
- Material samples