

**Rocky Mount
Historic Preservation
Commission
COA
Design Guidelines**

Routine Maintenance: a property requires no approval process to proceed.

Minor Work: requires a review and approval of the project by staff of the Planning Department following the HPC Design Guidelines.

Major Work: requires review and approval by the HPC during its regular monthly meetings following the Design Guidelines.

Additional Information: A \$25 fee along with the application must be submitted to the Planning Department for HPC review 21 working days prior to their next scheduled meeting. Exterior changes to properties within Local Historic Districts come under the Design Guidelines adopted by the Rocky Mount City Council and falls within the one of the above categories. For applications and information stop by the Planning Department located on the second floor of City Hall or call (252) 972-1172

Fees & Costs: Each department and each step requires a different fee.

Routine Maintenance

- Repair or Replacement of any of the following granted there is no change in design, materials, or general appearance:
 - Architectural details
 - Awnings, canopies, or shutters
 - Existing driveways
 - Exposed foundations

Minor Work

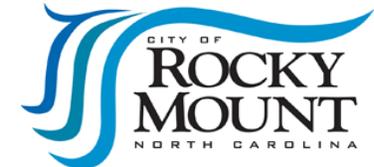
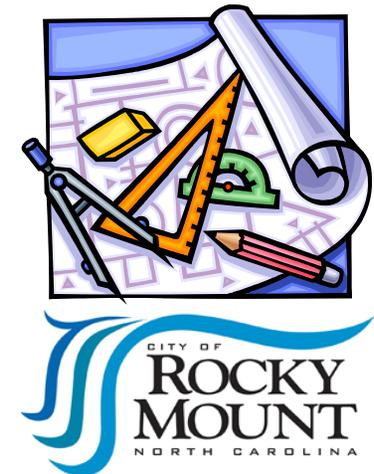
- Installation of storm windows which have a painted or baked enamel finish.
- Erection of normal size television and radio antennas (this does not include CBs or HAM radio equipment or satellite dishes)
- Installation of roof and basement ventilators (only if the roof vents are on the back slopes)
- Installation of window air conditioning unit (s)
- Installation of central air conditioning unit (s) on a side of a structure not facing a public street or is screened from view with shrubbery or appropriate fencing.
- Erection of picket fence on the side, rear, or interior location of lot, at or behind the building line.
- Installation of ground level sidewalks and patios made of un-mortared stone or brick, and not visible from the street.
- Installation of gutters and downspouts painted to match the house or trim color, as long as no significant architectural features are damaged or removed.
- Replacement, repair, or installation of storm or screen doors which are wooden and which are stained in natural wood to match the house or trim.
- Painting of unpainted brick

Major Work

- New construction or additions to primary building
- Demolition of any structure
- Demolition of any part of a structure
- Relocation of building
- Alteration/Removal of archeologically significant features.
- Alteration/Removal of Contributing Historical Features
- Major Landscaping

**Inspections
And
Planning
Department**

How to obtain a
Building Permit
and a
**Certificate of
Appropriateness**
for properties in a Local
Historic District



Inspections Department
(252) 972-1110

Planning Department
(252) 972-1172
331 South Franklin Street
PO Box 1180
Rocky Mount, NC 27802

Steps to Obtain a Building Permit

Step 1 Applying for a permit. When work involves changes to the exterior, including change in material, or architectural changes, a COA from the HPC must be obtained (see additional information under HPC guidelines for clarity). This step is required prior to obtaining a building permit from the Inspections Department.

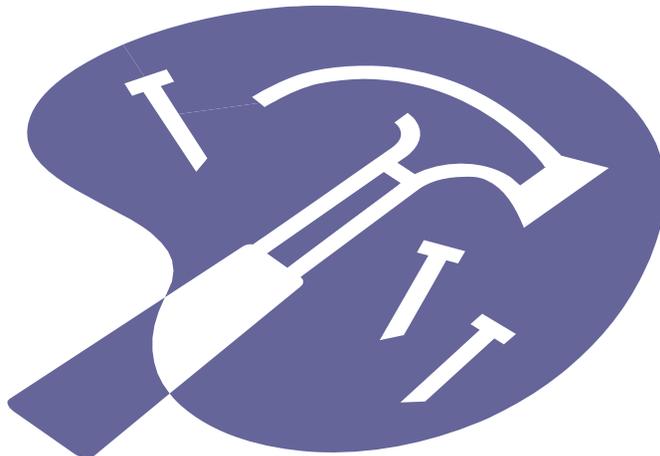
Step 2 All the required information in Step 1 along with an approved COA and a completed permit application plus three copies of plans showing the work to be performed *must* be submitted for staff review and approval along with the review fee. **Plans *MUST* include the following:**

- Architectural elements of the structure
- Electrical design plans (if this applies)
- Plumbing design plans (if this applies)
- HVAC design plans (if this applies)
- When plans are approved and a COA is obtained, a building permit is issued and work may begin.

Step 3 Inspections. All work is required to be inspected as job progresses. Each contractor is responsible for their portion and *must* request inspections as needed.

- **INSPECTIONS REQUIRE A 24 HOUR NOTICE.** Call 972-1109 to schedule an inspection.
- **Rough Inspections** are inspections that are made *before* any and all work is covered.
- **Final Inspection** When each contractor is finished with their portion of the work they must call for a final inspection. Once all finals have been completed a building final is performed. This inspection will often include the Fire Prevention Inspector.

Step 4 Certificate of Occupancy (CO) After all work and all inspections have been successfully completed and approved, a CO may be issued.



Steps to Obtain a Certificate of Appropriateness

Step 1 Meet with Historic Planner to discuss anticipated work on exterior of building located in historic district. Bring drawings, sketches, photographs, descriptions and any samples to show work materials, especially when replacement materials are different than existing materials.

- Should a Certificate of Appropriateness be required, the Planning and Development Department will provide the applicant with the proper application form, instructions, and any technical advice within reason as may be needed.

Step 2 Historic Planner will review work to be accomplished and determine which category (Routine Maintenance, Minor work or Major work) proposed work falls into.

Only Minor or Major work requires approval.

Step 3 If anticipated work falls into the major work category, it must go before the Historic Preservation Commission which meets the 4th Tuesday of each month at 7 p.m. in the Committee Room on the third floor of City Hall.

- Application, samples (if any) and fee must be received at least 21 days before the NEXT scheduled meeting of HPC.

Step 4 Any person may appear in person or by agent or attorney at the meeting. All persons addressing the Commission shall be sworn in.