

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS
ROCKY MOUNT HISTORIC PRESERVATION COMMISSION

To: Rocky Mount Historic Preservation Commission
One Government Plaza, City Hall
P.O. Box 1180
Rocky Mount, NC 27802-1180
Phone: 252.972.1147; Fax: 252.972.1580

Street address of property: _____

Historic District: _____

Historic Property/Landmark name (if applicable): _____

Owner's Name: _____

Lot size: Feet By Feet _____
(width) (depth)

County PIN (if known): _____

I understand that all applications that require review by the Commission's Certificate of Appropriateness must be submitted by 5:00 p.m. on the application deadline' otherwise consideration will be deferred to the following Commission meeting. An incomplete application cannot be accepted.

Office Use Only

(Application Number)

(Date Received) (Initials)

(Date) (Minor Work Authorized Signature)

(Name of Applicant - type or print)

(Mailing Address) (Zip Code)

(Date) (Daytime Phone Number)

(Signature of Applicant)

PROJECT CATEGORIES (check all that apply)

- Exterior alteration
- Addition
- New construction
- Demolition

SUPPORTING INFORMATION:

A fee (**\$25 or \$50 after the fact**) must be submitted with this application to the Department of Planning and Development so your request may be placed on the agenda. All requests must be submitted **21 working days prior to the meeting date** of the Historic Preservation Commission (meets the 4th Tuesday of each month).

Attach 8 ½" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure your application is complete. (Use N/A if item is not applicable.)

- Written description. Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.)
- Plot plan (if applicable). A plot plan showing relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences/walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
- Description of material (provide samples if appropriate).
- Photographs of existing conditions.
- Drawings showing proposed work. Include one set of full size drawings when available.
 - Plan** drawings
 - Elevation** drawings showing the new façade(s).
 - Dimensions** shown on drawings.
 - 8 ½" x 11" reductions** of full-size drawing. "Xerox" reductions may be obtained from a number of blueprinting and photocopying businesses around the city.
- Black Ink.** Your application must be prepared in black ink on 8 ½ " x11" sheets so it can be copied for Commission members. Applications and drawings prepared in blue, red or other color ink, color highlighter, and/or pencil copy poorly and will not be accepted.

