

City of Rocky Mount Historic Preservation Commission
CERTIFICATE OF APPROPRIATENESS

Exterior changes to properties within Local Historic Districts come under the Design Guidelines as adopted by the City Council of Rocky Mount. The degree of approval required for any proposed project may be assessed by this table and falls into three categories:

- **Routine Maintenance** on a property requires no approval process for the owner to proceed.
- **Minor Work** requires a review & approval of the project by the staff of the Planning Department following the HPC Design Guidelines.
- **Major Work** requires review & approval by the Historic Preservation Commission during its regular monthly meetings following the HPC Design Guidelines. Application and assistance are available through the Planning Department.

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (STAFF)	MAJOR WORK (HPC)
1	Repair or Replacement of Architectural details when there is no change in design, materials, or general appearance see also #14	X		
2	Repair of Awnings, Canopies, or shutters when there is no change in design, materials, or general appearance	X		
3	Repair or Replacement of existing driveways when there is no change in design, materials, or general appearance	X		
4	Repair or Replacement of exposed foundations when there is no change in design, materials, or general appearance	X		
5	Installation of storm windows which have a painted or baked enamel finish matching the window trim in color and size		X	
6	Adding television and radio antennas unless over 36" in diameter		X	
7	Installation of roof and basement ventilators (only if the roof vents are on the back slopes)		X	
8	Installation of window air conditioning unit(s)		X	
9	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		X	
10	Erection of picket fences on the side, rear, or interior location of the lot, at or behind the building line		X	
11	Installation of ground level sidewalks and patios constructed of unmortared stone or brick, and not visible from the street		X	
12	Installation of gutters and downspouts painted to match the house or trim color, as long as no significant architectural features are damaged or removed		X	
13	Replacement, repair, or installation of storm or screen doors which are wooden and which are stained in natural wood or painted to match the house or trim		X	
14	Replacement of architectural details that are missing so long as it is based on evidence that the detail existed on the structure in the past. (Evidence can be photos, drawings or a physical example)		X	
15	Installation of temporary accessibility ramps that are not intended to be permanent in nature		X	
16	ADA required features (such as hand railings on porches over 30" above ground) provided that they are consistent with the architecture of the structure (Residential properties ONLY)		X	

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (STAFF)	MAJOR WORK (HPC)
17	New Construction or Addition to Primary building			X
18	Demolition of any existing structure			X
19	Demolition of any part of an existing structure			X
20	Relocation of buildings			X
21	Alteration/Removal of Archeologically Significant Features			X
22	Painting	X		
23	Painting of unpainted brick or masonry			X
24	Minor Landscaping	X		
25	Major Landscaping			X
26	Removal of trees less than eight (8) inches in diameter, measured 4 ½ feet above ground level	X		
27	Removal of trees more than 8" in diameter that have been documented to be diseased		X	
28	Removal of trees more than 8" in diameter that are NOT documented to be diseased			X

Each application for work within a historic district is unique and therefore may not fall under these categories. Each application will be evaluated by staff and either approved or scheduled for a full Commission review at a public hearing.