

<b>STAFF REVIEW:</b>	
<input type="checkbox"/> Application complete and accepted. <input type="checkbox"/> Application not complete. Returned with notation of deficiencies.	
BY:	DATE:



COA Contact: (704) 633-2231 ext. 28 • kharris@townofspencer.com

## Certificate of Appropriateness (COA) Application

### APPLICATION INSTRUCTIONS

If your property is in Spencer's Historic District, you must obtain a COA before beginning any work (above routine maintenance) that would change the exterior appearance of your property. For all projects requiring Town review, a completed application should be submitted to the Planning & Zoning Administrator. Please refer to the submittal instructions on this application form. If your project is a Major Work requiring review by the Historic Preservation Commission (HPC), please be aware that there is a submittal deadline each month. Additional guidance and helpful resources are available on the Town of Spencer's website.

### SHADED AREAS FOR STAFF USE ONLY

FILING DATE: <input style="width: 100%;" type="text"/>	<input type="checkbox"/> Minor Work
CASE NUMBER: <input style="width: 100%;" type="text"/>	<input type="checkbox"/> Major Work: Owner Applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> After-the-Fact COA <input type="checkbox"/> \$250.00 Fee

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVED BY: <input style="width: 100%;" type="text"/>	APPROVAL DATE: <input style="width: 100%;" type="text"/>
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### PROPERTY & OWNER INFORMATION

Local Historic District:     Spencer Historic District

Property Address:		
Property Owner(s):		
Property Owner Mailing Address:		
City:	State:	Zip:
Email:	Daytime Telephone:	

### APPLICANT INFORMATION (If different from above)

Applicant:		
Applicant Mailing Address:		
City:	State:	Zip:
Email:	Daytime Telephone:	

**PROJECT INFORMATION**

Type of Work (Select all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Exterior modification   | <input type="checkbox"/> Addition  | <input type="checkbox"/> Signage and lighting                     |
| <input type="checkbox"/> Site work (landscaping, paving, fencing, etc.) including pruning and tree removal | <input type="checkbox"/> New construction (new primary or accessory structure) | <input type="checkbox"/> Demolition or relocation of site feature |

In the space below, please provide a clear and detailed description of the full scope of your proposed project.

**Project Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this an after-the-fact application (an application for a project that has been started or completed prior to obtaining the required COA approval from city staff or the HPC)?  Yes  No

**PROJECT CHECKLIST**

Major work applications must be filed no fewer than fifteen (15) days prior to the next month's regularly scheduled meeting of the Historic Preservation Commission (HPC). The HPC meets the 3<sup>rd</sup> Monday of each month at 7:00 p.m. in the Spencer Municipal Building, located at 600 South Salisbury Avenue. \*\* Minor work applications, which do not require HPC review, can be accepted and reviewed by staff at any time and are typically approved within 1-2 business days.

- Detailed Project Description.** Attach a detailed project description of the activity for which you are seeking a Certificate of Appropriateness. Typed descriptions are preferred. If handwritten, please write legibly.
- Drawings, Samples, Site Plans, Specifications, Etc.** Submit plans, elevations, photographs, or other illustrative information necessary to explain the application. Such information may include detailed plans showing existing and proposed conditions, material samples or product information, descriptions of building materials, landscaping/site plans, photographs, etc. Any architectural drawings, construction details, landscape plans, etc. must be legible. For more information on required supporting documentation, please visit the Town of Spencer's website.

**Mail To:** Kyle Harris  
Planning & Zoning Administrator  
Post Office Box 45  
Spencer, NC 28159-0045

**Or Email To:** [kharris@townofspencer.com](mailto:kharris@townofspencer.com)

**Or Drop-Off:** Spencer Town Hall  
600 S. Salisbury Avenue

**Contact:** (704)-633-2231 ext. 28

**SIGNATURE**

- I understand that all applications that require review by the Historic Preservation Commission (HPC) must be submitted no fewer than fifteen (15) days prior to the next month's regularly scheduled meeting. The HPC meets the 3rd Monday of each month at 7:00 p.m. in the Spencer Municipal Building, located at 600 South Salisbury Avenue.
- The required supporting documentation is attached to fully explain this application.
- I am familiar with the Historic District Design Standards pertaining to my project.
- I am aware that Historic Preservation Commission (HPC) members and/or staff may enter upon private land at reasonable times to inspect the work or the site solely in performance of their duties.

Applicant Signature:

\_\_\_\_\_

**AGENT AUTHORIZATION (Requires Notarization) – \*\*COMPLETE THIS SECTION ONLY IF NEEDED\*\***

**Complete this section only if the person applying for the COA is different from the property owner. In some cases, the property owner may wish to authorize a separate individual, such as a general contractor, architect, relative, or other individual, to submit an application and attend the Historic Preservation Commission (HPC) meeting on the owner's behalf.**

I, \_\_\_\_\_

(Print Name of Property Owner)

do hereby appoint \_\_\_\_\_ as my duly authorized

(Print Name of Agent)

agent to act and speak for me before the Spencer Historic Preservation Commission on the following matters:

(1)

\_\_\_\_\_

(Signature)

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_

## HISTORIC DISTRICT DESIGN STANDARDS

*No Certificate of Appropriateness (COA) shall be granted unless the HPC finds that the application complies with the adopted principles and standards, below. The full version of the Town's Historic District Design Standards is available on the Town's website, along with additional guidance and helpful resources, such as a Quick-Reference Guide.*

1. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building, structure or site and its environment, or to use a property for its originally intended use.
2. The distinguishing original qualities of a building, structure or site and its environment shall not be destroyed. The removal and alteration of any historical material or distinctive architectural features should be avoided when possible.
3. All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right; this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be done using the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building material shall not be undertaken.
8. Every effort shall be made to protect and preserve architectural and archeological resources affected by or adjacent to any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural materials and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.
10. Whenever possible, new additions or alterations to structures shall be done in such a manner that if additions or alterations were to be removed in the future, the basic form and integrity of the structure would be unimpaired.