



Historic Preservation Commission
Certificate of Appropriateness
 Permit Application Form

Spencer Town Hall • 460 South Salisbury Ave, Spencer NC 28159
 Office: (704)-633-2231 ext. 20 • kharris@spencernc.gov

Property owners within Spencer’s Historic District must receive an approved permit from the Town prior to making any changes to the exterior appearance of the property. The Historic Preservation Commission (HPC) reviews all proposed projects for the construction, reconstruction, alteration, restoration, moving, or demolition of buildings or other significant features within the historic district. The HPC is empowered to deny permits for projects that would damage or diminish the special character of the district.

All projects in the historic district are governed by the Spencer Historic District Standards. The permit review process allows Town staff to ensure that your proposed project meets all applicable standards. For help and guidance regarding Spencer’s historic review process, visit www.spencernc.gov/preservation.

OFFICE USE ONLY

| | | |
|--------------|---|--|
| Filing Date: | <input type="checkbox"/> Major Work | <input type="checkbox"/> Minor Work |
| Permit # | <input type="checkbox"/> After-the Fact COA | <input type="checkbox"/> \$250.00 Fine |

GENERAL INFORMATION

| | |
|--|-------------------------|
| Property Address: | Rowan County Parcel ID: |
| Property Owner Name: | Property Owner Phone: |
| Property Owner Email: | |
| Property Owner Mailing Address (City, State, Zip): | |

APPLICANT INFORMATION (if different from owner)

| | |
|--|------------------|
| Applicant Name: | Applicant Phone: |
| Applicant Email: | |
| Property Owner Mailing Address (City, State, Zip): | |

PROJECT INFORMATION

Project Type

| | |
|---|--|
| <input type="checkbox"/> Exterior Modification (walls, trim, foundation, windows, doors, entrances, porches, roofs, repainting, etc.) | <input type="checkbox"/> New Construction of Primary Buildings (single-family or multi-family residential and non-residential) |
| <input type="checkbox"/> Site Design (walkways, driveways, off-street parking, fences, walls, lighting, etc.) | <input type="checkbox"/> New Construction of Accessory Buildings (garages, sheds, accessory dwelling units, etc.) |
| <input type="checkbox"/> Tree Removal and/or Major Pruning | <input type="checkbox"/> Addition (residential and non-residential) |
| <input type="checkbox"/> New Signage | <input type="checkbox"/> Demolition or Relocation |

Project Description

Please provide a clear and detailed description of the full scope of the Project for which you are seeking a permit. Omissions of important details may result in delays in reviewing your Project. Attach extra pages as needed.

OTHER PROJECT CONTACTS

| | |
|--------------------------|--------------------------|
| Project Contact 1 Name: | Project Contact 1 Phone: |
| Project Contact 1 Email: | |
| Project Contact 2 Name: | Project Contact 2 Phone: |
| Project Contact 2 Email: | |

 **APPLICATION CHECKLIST**

Major Work applications must be filed no fewer than fifteen (15) days prior to the next month’s regularly scheduled HPC meeting. The HPC meets the 3rd Monday of each month (except July and December) at 7:00 PM at Spencer Town Hall, 460 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.)

| Application Requirements | Completed by Applicant | Completed by Planning & Development Staff | |
|--|--------------------------|---|--------------------------|
| | YES | YES | NO |
| 1. <u>Detailed Project Description</u> . Attach a clear, detailed description of the full scope of the project for which you are seeking a permit. Typed descriptions are strongly preferred. If handwritten, please write legibly. Incomplete or vague project descriptions will not be accepted. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <u>Drawings, Samples, Site Plans, Specifications, Etc.</u> 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. All plans must be clearly legible. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. <u>Digital Photographs</u> . High-quality, color, digital photographs showing existing conditions are required for most applications. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SIGNATURE

By signing below, you certify that all information provided on this application is accurate and that all work will be performed to meet the laws of the state of North Carolina, the standards of the Spencer Development Ordinance, the Spencer Historic District Standards (www.spencernc.gov/preservation), and all other applicable regulations.

- I understand that all applications that require review by the 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 (except July and December) at 7:00 PM at Spencer Town Hall, 460 South Salisbury Avenue.
- The required documentation is attached to fully explain the scope of my project.
- I am familiar with the Historic District Standards pertaining to my project (www.spencernc.gov/preservation).
I am aware that HPC members and/or Town staff may enter upon private property at reasonable times to inspect the work or the site solely in performance of their duties.
- I am aware that if I complete any major work without a permit, I may be subject to fines and penalties for the violation. Additionally, the Town may enforce the requirements of the Town Code, including levying civil penalties and seeking a court order from Rowan County requiring me to correct the violation.

| | | |
|-------------------------|-------|--------------------------------------|
| Signature of Applicant: | Date: | <i>Town Seal indicates approval.</i> |
| Approved By: | Date: | |

(OFFICE USE ONLY) Staff Notes: _____

