

Application for a CERTIFICATE OF APPROPRIATENESS

ROCKY MOUNT
DEVELOPMENT SERVICES
THE CENTER OF IT ALL



Street address of property:		Date:	
Historic District property is located in:			
Street Address:			
Property Owner(s):		Applicant Name:	
Applicant Mailing Address:			
City:	State:	Zip Code:	Daytime Telephone:
Applicant Email Address:			
Lot Dimensions: Width _____ Length _____ Total Area in Sq.Ft. _____			
Project Categories (check all that apply): <input type="checkbox"/> Exterior Alteration <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Demolition <input type="checkbox"/> Tree Removal			

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.

Applicant Signature: _____ Date: _____

A fee of \$25.00 (or \$50.00 for an after-the-fact) must be submitted with this application to the Department of Development Services so your request may be placed on the agenda.

SUPPORTING INFORMATION:

Attach 8 1/2" 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 (mark N/A if item is not applicable).

- Written Description. Describe below, 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.).
- Description of material (provide samples if appropriate).
- 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.
- Photographs of existing conditions.
- Drawings showing proposed work. Include one set of full-size drawings when available.
 - o Plan drawings.
 - o Elevation drawings showing the new façade(s).

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- Dimensions shown on drawings.
- 8 1/2" x 11" reductions of full-size drawing. "Xerox" reductions may be obtained from a number of blueprinting and photocopying businesses around the city.

Please prepare your application in black ink on 8 1/2" x 11" paper so it can be copied for Commission members.

GUIDELINES: Provide the written description of your proposed project citing the applicable section(s) from Design Guidelines for the Rocky Mount Historic Preservation Commission.

(Do not write below this line. For office use only.)

Application Number: _____	Date Received: _____	Staff Initials: _____
Minor Work Authorized Signature: _____		Date: _____
Fee of \$ _____ paid on ____/____/____ Staff Initials _____		

Revised 12/19