

CERTIFICATE OF APPROPRIATENESS (COA)
MINOR WORKS APPLICATION
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT



Instructions:

Please complete the application below and return to Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and will be returned to the applicant. If there are questions, please contact Town Hall at 252-728-2142. This application should be submitted prior to a building permit application submission and/or before work begins. **There are no fees with this submission.**

APPLICANT/OWNER INFORMATION

Please print!

If the owner and the applicant are the same, only one set of information below has to be filled out.

Applicant Name: _____

Applicant Address: _____

Business Phone: _____ Cell #: _____

Email: _____

Property Owner Name: _____

Address of Property: _____

Phone Number: _____ Cell #: _____

Email: _____

Submission requirement checklist:

- Photos of the streetscape, photos of the site, and photos of the existing building(s) impacted.
- Detailed site plan showing dimensions of both existing and proposed conditions.
- Spec sheet(s) of all building materials (siding, roofing, windows, doors, etc.).
- Identify all trees to be replaced and/or removed.
- Detailed landscaping plan specifying all new and or removed planting materials.

PROJECT INFORMATION

Detailed description of the Proposed Project including scope of work and detailed materials list (*please attach additional pages if necessary*):

Estimated Cost of Project: _____ Year Structure Built: _____

Applicant Signature Date

Property Owner Signature (if different than above) Date

This project is eligible for consideration as a **Minor Works**. The application should include all documents, photographs, and detailed drawings or sketches as necessary to fully explain the project. **There are no fees with this submission.**
The Town reserves the right to deny this project as a Minor Works based on the scope of work and the information submitted.

OFFICE USE ONLY

Received by: _____

Date: _____