



**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS  
WITHIN THE HISTORIC DISTRICT**

**Instructions:** Please complete the form below and include all required attachments, including the **\$25.00 application fee (to The Town of Beaufort)** and return to Town Hall, 215 Pollock Street, PO Box 390, Beaufort, NC, 28516. Incomplete applications will not be processed and returned to the applicant. Please contact Town Hall at (252) 728-2141 with any questions. **Complete applications must be received 15 WORKING days prior to the scheduled meeting.**

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION**

Description of the Proposed Project (attach additional pages if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Project: \$\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature (if different than above) Date: \_\_\_\_\_

**A fee of \$25 to the Town of Beaufort must accompany this application.**

OFFICE USE ONLY

*Revised 3/07*

Received by: \_\_\_\_\_

Reviewed for Completeness By: \_\_\_\_\_

Date: \_\_\_\_\_

Date Deemed Complete and Accepted: \_\_\_\_\_

## **REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS**

All new construction or projects valued at \$10,000 or more require a pre-application meeting with members of the Historic Commission and Town Staff. Please contact Town hall if your project meets this criteria. Pre-application meetings are scheduled at the regular Historic Preservation Commission Meetings.

**Please provide the following attachments, along with this checklist, to the certificate of appropriateness application:**

### **1. Items required for ALL projects:**

- \_\_\_\_\_ A list all adjacent property owners (with addresses).
- \_\_\_\_\_ Photographs of the streetscape, the site, and existing buildings impacted.
- \_\_\_\_\_ Site plan with dimensions showing both existing and proposed conditions.
- \_\_\_\_\_ Description of all building/landscaping materials (siding, roofing, windows, doors, signs, etc.)

### **2. Items required as applicable to project:**

- \_\_\_\_\_ Description of any planned demolition.
- \_\_\_\_\_ Indication of tree removal, if necessary.
- \_\_\_\_\_ Landscaping plans indicating major plant materials.
- \_\_\_\_\_ Exterior paint color samples for projects involving any change in exterior color.
- \_\_\_\_\_ Building material samples.
- \_\_\_\_\_ If a project involves the reconstruction of an earlier feature of a historic structure, documentation of the prior existence of the feature.
- \_\_\_\_\_ If a project involves replacing existing features of a historic structure, justification for replacement and a description and/or sample of the new materials to be used.
- \_\_\_\_\_ A copy of any associated state or federal permit (CAMA, ACOE), as required.

### **3. Additional items required for signs:**

- \_\_\_\_\_ A drawing indicating the sign dimensions, type of lettering, and overall design.
- \_\_\_\_\_ Samples of colors to be used.

**4. The applicant must submit 12 copies of any materials where color is to be evaluated.**

**5. A representative must be present at the meeting for action to be taken on an application.**

**A Certificate of Appropriateness is valid for a period of six months from the date of issuance. Failure to obtain a building permit within that period will be considered as a failure to comply with the Certificate, and it will be deemed invalid. If a building permit is not required for the project, then the work authorized by the Certificate must be complete within 6 months.**

**If there are any questions as to what information should be included with the application please contact Beaufort Town Hall at 252-728-2141.**