



# **CERTIFICATE OF APPROPRIATENESS APPLICATION FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT**

### **Instructions:**

Please complete the application below and include all attachments as noted on page 2 of this application along with a **\$25.00 application fee** and return to the 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. Please contact Town Hall at 252-728-2141 if there are any questions.

### **APPLICANT/OWNER INFORMATION**

*Please print!*

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

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

Business Phone: \_\_\_\_\_ Email/Cell: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email/Cell: \_\_\_\_\_

### **PROJECT INFORMATION**

Detailed description of the Proposed Project (*please attach additional pages if necessary*):

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

An application fee of \$25, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application. The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Historic Preservation Commission meeting date. The [meeting dates](http://www.beaufortnc.org) can be found on the Town's website at [www.beaufortnc.org](http://www.beaufortnc.org).

**OFFICE USE ONLY** Revised

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

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

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

Date Deemed Completed and Accepted: \_\_\_\_\_

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

All new construction or projects valued at \$10,000.00 or more require a pre-application meeting with two or three members of the Historic Preservation Commission and Town Staff. Please contact Town Staff if your project meets any or all of these criteria. Pre-application meetings are held prior to the regular Historic Preservation Commission meetings.

---

***Please provide the following (in sets of 14 where applicable), as well as this checklist form, with the Certificate of Appropriateness application:***

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

- A list all adjacent property owners (with mailing addresses).
- Photographs of the streetscape, the site, and existing buildings impacted.
- A site plan showing dimensions of 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 all trees to be replaced and/or removed.
- Landscaping plans indicating major planting materials.
- Exterior paint color sample(s) for projects involving any change in exterior color(s).
- Building material samples.
- If a project involves the reconstruction of an earlier feature of a historic structure, documentation of the prior existence of such feature.
- If a project involves replacing existing features of a historic structure, justification for replacement and a description and/or sample of the new material(s) to be used.
- A copy of any associated state or federal permits (CAMA, ACOE), as required.

**3. Additional items required only for Signs:**

- A drawing indicating the dimensions of the sign, lettering type, and overall design.
- Sample of color(s) to be used.

**4.** At least **14 copies** of any material(s) where color is to be evaluated should be submitted with this application. If it is not possible to submit copies, an electronic file of the work dealing primarily with color changes, should be submitted. An electronic copy may be requested by Town Staff on such matters.

**5.** The applicant or a representative for the applicant **must be present at the meeting** for action to be taken on the application. If it is not possible for the applicant or a representative to be present at the assigned meeting, please contact Town Staff as soon as possible.

The Certificate of Appropriateness is valid for a period of six (6) months from the date of issuance. Failure to obtain a [building permit](#) within the six-month period will be considered as a failure to comply with the Certificate deeming the Certificate invalid. If a building permit is not required for the project, the work authorized by the Certificate must be completed within six months after the Certificate is issued. The Certificate is considered issued once the Commission approves the application at their regular meeting.

If there are questions regarding what should be included with this application, please contact Town Staff at [bftplanner@beaufortnc.org](mailto:bftplanner@beaufortnc.org) or at 252-728-2141.