

Certificate of Appropriateness – List of Major and Minor Works

A Certificate of Appropriateness is not required for **Routine Maintenance**, which includes repair or replacement where there is no change in the design, materials, or general appearance of the structure or grounds. A Certificate of Appropriateness is required for all other projects. Any repair or replacement where there is a change in the design, materials, or general appearance is defined as an alteration and requires a Certificate of Appropriateness.

Minor works projects require design review by the Town of Cary Planning Department staff. If after Planning Department staff has reviewed the application, and upon closer review and inspection determines that the requested minor alterations or changes involve substantial alterations, additions, or removals that could impair the integrity of the landmark or district, or determines that the request should be denied, the Planning Department will so inform the applicant and the application will follow the major COA review and approval process. Minor works may be referred to the Cary HPC if Planning staff determines that the change involves substantial alterations, additions, or removals that could impair the integrity of the landmark or district.

Major works projects require design review by the Cary HPC. In general, major works projects involve a change in the appearance of a structure, and are more substantial in nature than routine maintenance or minor works projects.

The table below differentiates between routine maintenance, minor works, and major works, and is meant to serve as a reference guide to property owners, Town staff, and members of the HPC. In the event of any inconsistency between this table and 3.27.2 (B) (1) of the Cary Land Development Ordinance (LDO), the Cary LDO shall dictate.

	Type of Work	Routine Maintenance	Minor Work (staff)	Major Work (Cary HPC)
1	New construction or building additions			X
2	Demolition of any structure			X
3	Demolition of any part of a structure			X
4	Relocation of buildings			X
5	Removal/alteration of archaeologically significant features			X
6	Removal/alteration of contributing historical features			X
7	In-kind repair/replacement of existing accessory buildings and outbuildings	X		
8	Alteration/additions to existing accessory buildings and outbuildings		X	
9	New accessory buildings or outbuildings			X

	Type of Work	Routine Maintenance	Minor Work (staff)	Major Work (Cary HPC)
10	Removal of existing accessory buildings and outbuildings which are not architecturally or historically significant		X	
11	Removal of existing accessory buildings and outbuildings which are architecturally or historically significant			X
12	Repair or replacement of architectural details in kind	X		
13	Alteration/addition of architectural details		X	
14	Removal of architectural details		X	
15	In-kind repair/replacement of awnings, canopies, or shutters	X		
16	Alteration of existing awnings, canopies, or shutters		X	
17	Addition of awnings, canopies, or shutters		X	
18	Removal of awnings, canopies, or shutters		X	
19	Removal of carports			X
20	In-kind repair/replacement of decks	X		
21	Alteration/addition to existing decks		X	
22	Construction of new decks			X
23	Removal of existing decks		X	
24	Alteration/addition of doors		X	
25	Installation of new doors		X	
26	Installation of storm doors		X	
27	Removal of doors		X	
28	In-kind repair/replacement of existing driveways	X		
29	Alteration/addition to existing driveways		X	
30	Construction of new driveways		X	

	Type of Work	Routine Maintenance	Minor Work (staff)	Major Work (Cary HPC)
31	Removal of driveways		X	
32	Repair/replacement of existing fences or walls in kind	X	X	
34	Construction of new fences and walls		X	
35	Removal of existing fences and walls		X	
36	In-kind repair/replacement of exposed foundations	X		
37	Alteration of exposed foundations		X	
38	In-kind repair/replacement of gutters	X		
39	Installation of gutters and downspouts		X	
40	Removal of gutters and downspouts		X	
41	Installation of house numbers and mailboxes	X		
42	Minor landscaping which includes vegetable and flower gardens and shrubbery	X		
43	Pruning of trees and/or shrubbery	X		
44	Removal of trees less than 8 inches in diameter, measured 4 1/2 feet above ground level	X		
45	Removal of trees 8 inches and greater in diameter, measured 4 1/2 feet above ground level		X	
46	Significant pruning of trees 8 inches and greater in diameter, measured 4 1/2 feet above ground level		X	
47	Removal of dead, diseased, or dangerous trees		X	
48	In-kind repair/replacement of exterior lighting fixtures	X		
49	Installation/alteration of exterior lighting fixtures		X	
50	Removal of exterior lighting		X	

	Type of Work	Routine Maintenance	Minor Work (staff)	Major Work (Cary HPC)
51	Repairs/replacement, including repointing, to existing masonry when the color and composition of the mortar match the original, and new brick or stone matches the original	X		
53	Installation of window air conditioners		X	
54	Painting when there is no change in color	X		
55	Painting when there is a change in color		X	
56	In-kind repair/replacement of existing parking lots	X		
57	Alteration/addition to existing parking lots		X	
58	Construction of new parking lots			X
59	Removal of parking lots		X	
60	In-kind repair/replacement of existing patios	X		
61	Alteration/addition to existing patios		X	
62	Construction of new patios		X	
63	Removal of existing patios		X	
64	In-kind repair/replacement of sloped roof coverings	X		
65	Change in roofing materials		X	
66	In-kind repair/replacement of flat roof coverings	X		
67	Alteration of roof form			X
68	Installation of satellite dishes and/or television antennas		X	
69	In-kind repair/replacement of exterior surfaces of buildings	X		
70	Alteration/addition of exterior surfaces of buildings		X	

	Type of Work	Routine Maintenance	Minor Work (staff)	Major Work (Cary HPC)
71	In-kind repair/replacement of signs	X		
72	Alteration or Installation of signs		X	
73	Removal of existing signs		X	
74	In-kind, in-situ repair/replacement of exterior stairs and steps	X		
75	Alteration to exterior stairs and steps		X	
76	Construction of exterior stairs and steps		X	
77	Removal of exterior stairs and steps		X	
78	Repair to existing swimming pools	X		
79	Construction of swimming pools			X
80	Alteration/Construction/Removal of temporary features that are necessary to ease difficulties associated with a medical condition		X	
81	Repair/Replacement of existing vents and ventilators	X		
82	Alteration/installation of vents and ventilators		X	
83	Removal of vents and ventilators		X	
84	In-kind repair/replacement of existing walkways	X		
85	Alteration/addition to existing walkways		X	
86	Construction of new walkways		X	
87	Removal of walkways		X	
88	Walls (see Fences)			
89	In-kind replacement of windows	X		
90	Alteration of existing windows		X	
91	Addition/installation of new windows		X	

	Type of Work	Routine Maintenance	Minor Work (staff)	Major Work (Cary HPC)
92	Installation of storm windows		X	
93	Removal of windows		X	
94	Caulking and weather-stripping windows	X		
95	In-kind repair/replacement of other appurtenant features and accessory site features not specifically listed	X		
96	Addition/alteration/Removal of other appurtenant features and accessory site features not specifically listed		X	