



PLANNING DEPARTMENT

Completed By Staff	COA Case #: _____
	Method of Payment:
	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
	Amount Paid: _____

Submit to: Town of Cary Planning Dept.
316 N. Academy Street, Cary, NC
Contact: **(919) 469-4084**

<h2>Application for Certificate of Appropriateness for Alteration of a Historic Landmark Property</h2>

Per Section 3.27.2 of the Town of Cary Land Development Ordinance (LDO), no exterior feature of any landmark building or other structure (including masonry walls, fences, light fixtures, steps and pavement), or other appurtenant features, nor any above-ground utility structure nor any type of outdoor advertising sign, shall be erected, altered, restored, moved or demolished until an application for a **Certificate of Appropriateness (COA)** has been submitted to and approved by Planning staff (Minor COA) or by the Historic Preservation Commission (Major COA).

A COA is required to be issued prior to the issuance of a building permit or other permit granted for the purposes of constructing, altering, moving or demolishing structures. A COA shall be required whether or not a building or other permit is required. Ordinary maintenance or repair of an exterior architectural feature of a landmark which does not involve a change in design, materials, or appearance does not require a COA.

INSTRUCTIONS:

- This application will be processed only if complete. Please type or print in black ink.
- This application must be signed by the owner and any authorized agent of the owner.
- Once a complete COA application is submitted, Planning staff will review the application and if the requested alterations are determined to be minor, staff will approve or deny the COA within 45 days based on compliance with the standards contained in the Cary Historic Design Guidelines adopted by the Cary Historic Preservation Commission. If after Planning staff has reviewed the application and determines that the requested alterations are considered major, or determines that the request should be denied, the Planning Department will inform the applicant and the application will follow the major COA process, which requires review and approval by the Cary Historic Preservation Commission.

COA Case #:	
Received Date:	
Property Owner:	Phone:
Address:	Email:
City, State, Zip:	
Applicant (if different from property owner):	Phone:
Address:	Email:
City, State, Zip:	
Landmark Name and Address:	
Wake County PIN(s):	
Zoning Classification:	
Describe How The Property Is Currently Used:	
Description of proposed work: <i>Describe 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. Please attach additional sheets if needed.</i>	

SUBMITTAL REQUIREMENTS: Your application may require one or more of the following. Please contact Anna Reading at 919-469-4084 to determine which items in the checklist below should be submitted for review. Your application isn't complete until requested materials are submitted.

- Sketch Plan.** A scaled plan of the site showing the relationship of buildings, additions, sidewalk, drives, trees, property lines, etc. This must be provided if your project includes any building additions or demolition, fences/walls, walkways, driveways, parking areas or other landscape work. Please show accurate measurements.
- Building Elevations** (These are drawings illustrating proposed new buildings or additions/changes to buildings. Show dimensions). Please submit one set of full-size drawings and one 11" x 17" reduction of full-size drawings (preferably in a digital format) making certain that details & dimensions are readable.
- Descriptions of Materials.** Provide samples of building materials if appropriate.
- Digital Photographs of Existing Conditions.** Include as many views as necessary to clearly convey the parts of the property that will be affected by the proposed project. Photographs should be labeled with the landmark name, abbreviated description, and the date the photograph was taken. Example: JonesHouse_RearView_03122015

SIGNATURE:

I understand that a Certificate of Appropriateness is required **before** work can begin. A Certificate of Appropriateness is required before any other necessary building permits can be issued. I understand that work done without a Certificate of Appropriateness is a violation of the Town of Cary Historic Preservation Ordinance and could result in punitive actions.

 (Property Owner – Print Name)

 (Property Owner's Signature)

 (Date)

 (Applicant's Signature - if different from owner)

 (Date)

To be completed by Planning staff:

COA Case Number:	Major Work: Yes/No?	Minor Work: Yes/No?
<p><i>Upon being signed and dated below by Cary Planning staff, this application becomes the Minor Certificate of Appropriateness. It is valid until _____. Issuance of a Minor COA shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by Cary. Minor work projects not approved by Planning staff will be forwarded to the Cary Historic Preservation Commission for review at its next available meeting.</i></p>		
Minor Work Authorized Signature:		Date: