



# Certificate of Appropriateness Application

PROPERTY INFORMATION			
Case Number (filled in by Staff):		Tax Pin:	
Site Address:			
Local Historic Landmark:	Yes	No	
Landmark Name:		Landmark Number:	
Local District:	Bethabara	Old Salem	West End
Classification:	Contributing	Non Contributing	
Amending a previously submitted COA?	Yes	No	Prior COA Case #:
Application Type:	Major COA	Minor COA	After-the-Fact COA
After-the-Fact COA Fee Attached:	Yes	No	The application is not complete without the required fee.
APPLICANT			
Name of Applicant:			
Email Address:			
Telephone Number:			
Mailing Address:			
City:	State:	Zip Code:	
PROPERTY OWNER (IF NOT THE APPLICANT)			
Name of Property Owner:			
Email Address:			
Telephone Number:			
Mailing Address:			
City:	State:	Zip Code:	

### Application Requirements:

For Major and After-The-Fact COA applications, all supporting information must be filed at least twenty-one (21) days prior to the next regularly scheduled meeting of the Forsyth County Historic Resources Commission. The Commission meets the first Wednesday of each month at 4:00 pm.

Minor COA applications can be submitted at any time.

I (We), the undersigned, do hereby make an application for a Certification of Appropriateness (COA) for the following proposed work and plans to be undertaken within the boundaries of a Local Historic District, Historic Overlay District or Local Historic Landmark.

I (We) also understand that all the required information must be supplied for this application to be considered complete and valid for a Certificate of Appropriateness. By applying for a COA and signing below, the owner is giving permission for staff to enter upon and inspect the property for any reason related to this application and/or an issued Certificate of Appropriateness. I understand that an interior inspection may be scheduled for proposed changes to the interior of a Local Historic Landmark.

Signatures

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

Owner (If not the applicant): \_\_\_\_\_ Date: \_\_\_\_\_

<b>STAFF ONLY</b>	
Case Planner:	Date Application Accepted as Complete:
Commission Meeting Date:	

Submit to:

E-mail to the following as one attachment:  
preservation@cityofws.org

If you are unable to submit by electronically either mail the application to:

Forsyth County Historic Resources Commission  
Winston-Salem/Forsyth County Planning & Development Services  
P.O. Box 2511  
Winston-Salem, NC 27102

or in person by appointment.

**Application Attachment Checklist:**

The following items must be submitted as part of this application, unless staff determines the information is not relevant for the case. If any of the required documentation or information is missing, the application will not be complete. Application must be in PDF format of at least a 300 dpi resolution, preferably vector images that scale automatically at every resolution. Staff will review the application and if determined not complete, staff will request the required additional material.

<b>Applicant's Initials</b>	<b>Application Item</b>	<b>Staff Use</b>
	<p><b>Project Intent and Background Statement:</b> Provide a detailed written description of why the proposed change(s) to the building or site is requested. What is the project purpose?</p>	
	<p><b>Scope of Work:</b> Describe the specific change(s) being proposed, including all elements or components being added, removed, or changed. List dimensions, materials, and finishes for all components of the project. Be as detailed and clear as possible.</p> <p><b>NOTE:</b> Only work described in the scope of work will be reviewed. Any additional work will require a separate COA application.</p>	
	<p><b>Compliance with Design Review Standards and/or Guidelines:</b> Provide a written description of the project's compliance with the applicable Design Review Standards and/or Guidelines. For this statement, identify each of the relevant standards and how it is met in the proposed scope of work. Copies of the Design Review Standards are available online or from staff.</p>	
	<p><b>Drawings</b></p> <ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Floor Plans (additions and new construction only)</li> <li>• Elevations (projects that involve changes to any building exterior.)</li> </ul> <p><b>Drawing Format:</b> Drawings must be to scale with dimensions clearly and legibly stated. All existing and proposed building and site features must be labeled.</p>	
	<p><b>Photographs:</b></p> <ul style="list-style-type: none"> <li>• Photographs of the front of the main building.</li> <li>• Close-up photographs of area of the proposed work.</li> <li>• Photographs of adjacent structures (for new construction projects only)</li> </ul> <p><b>Photograph Format:</b> Color photograph must be at least 300 dpi, at least 3 ½ by 5 inches, and be labeled.</p>	

Applicant's Initials	Application Item	Staff Use
	<b>Interior Alteration (Local Historic Landmarks only)</b> <ul style="list-style-type: none"> <li>• Sketches, photographs, specifications, product literature, or other descriptions of proposed changes to the interior space. Accurate scaled drawings will be required for major alterations.</li> <li>• Description of construction methods.</li> </ul>	
	<b>Application Fee for After-the-Fact COA</b> Make Checks payable to the City of Winston-Salem	First Offense    \$ 75.00 Second Offense   \$150.00 Third Offense    \$200.00