APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Preparing Your Application:

Please read the application carefully to determine what may be necessary to describe your project. In addition to the written description, supporting information may include plot plans, photographs, drawings, or sample materials. Make sure your written description and supporting materials accurately illustrate your proposal. If Capital Area Preservation (CAP) staff or WCHPC members cannot fully understand your proposed changes due to insufficient information, they cannot determine that the changes meet the guidelines. Submitting an incomplete application on the deadline will result in an additional months delay before the commission can issue a certificate of appropriateness. CAP staff is available to advise in the preparation of applications. **Please type or use BLACK INK only. Use paper no larger than 11" x 17" for any required supporting information.**

Filing Your Application:

Mail the completed application to: Capital Area Preservation, PO Box 28072, Raleigh, NC, 27611. Submitted materials become the property of the Wake County Government and will not be returned. Incomplete applications will be returned to the applicant for revision. CAP staff will contact applicants after receiving an application to discuss the next steps of the review process.

Minor work applications can be reviewed and approved by Capital Area Preservation (CAP) staff and can be filed anytime. Major work applications that require review by the Wake County Historic Preservation Commission (WCHPC) must be submitted no later than 5:00 p.m. on the application deadline (see attached schedule) in order to be heard at the next meeting. See *Certificate of Appropriateness Q & A* for more information on the review process.

Notification:

CAP staff can usually review minor works applications within a few days of submittal. If you are filing a major work application, a meeting agenda will be sent to you about one week before the meeting.

You will be notified of the decision on the application by mail. If your application is approved, you will receive a certificate of appropriateness placard in the mail. The certificate must be posted at the job site as indicated on the bottom of the placard. You may then obtain necessary permits and begin your project.

Thank you very much for your interest in protecting Wake County's historic resources!

Landmark Name: _____ **Wake County PIN #:** _____

Street Address of Property: _____

Brief description of Project: _____

_____

Owner's Name: _____

Mailing Address: _____

Phone: _____ **Email:** _____

Name of Applicant (if other than owner): _____

Mailing Address: _____

Phone: _____ **Email:** _____

Please read and sign below:
I understand that a Certificate of Appropriateness is required **before** work can begin as per North Carolina General Statute 160A-400.9. A Certificate of Appropriateness is required before any other necessary permits can be issued. I understand that work done without a Certificate of Appropriateness is a violation of the Wake County Historic Preservation ordinance and could result in punitive actions.

I understand that major works applications must be returned by 5:00 p.m. on the application deadline date to Capital Area Preservation. Incomplete applications will not be accepted.

Signature of Owner (required): _____ **Date:** _____

Signature of Applicant: _____ **Date:** _____

FOR OFFICE USE ONLY

Application Number:	Major Work	Minor Work
Date Received:	Received By:	
Upon being signed and dated below by CAP staff this application becomes the Minor Work Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Work Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by municipal or county code or law. Minor work projects not approved by CAP staff will be forwarded to the Wake County Historic Preservation Commission for review at it next meeting.		
Minor Work Authorized Signature:		Date:

GUIDELINES: Please refer to the *Wake County Design Guidelines* and cite the applicable sections. The *Guidelines* were established by Wake County's historic preservation ordinance as the parameters for certificate of appropriateness review. Copies of the *Guidelines* are available from CAP for Historic Landmark property owners at no charge or at http://www.cappresinc.org/landmarks.php.

Brief Description of Work	Section	Page

SUPPORTING INFORMATION:

Attach no larger than 11" x 17" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure your application is complete. (Use "N/A" if the item is not applicable.)

- ❑ **Written description.** 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.).

- ❑ **Plot Plan.** A scaled plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences/walls, or other landscape work. Show accurate measurements. You may use a copy of the survey you received when you bought the property. Revise the copy as needed to show existing conditions and your proposed work.

- ❑ **Description of materials.** Provide samples if appropriate.

- ❑ **Photographs of existing conditions**. All photographs are required to be ***digital, in JPEG (.jpg) format, and submitted on a recordable CD or DVD***. Please note the following requirements:
  - *Minimum Standard:* **6.5" x 4.5" at a resolution of 300ppi** (a pixel dimension of **1950 x 1350**)
  - *File Size:* There is no maximum or minimum for the file size of an image; however, smaller file sizes may be necessary when emailing images.
  - *Proof Sheet:* Proof sheets are still required to show what is on a CD or DVD without having to load the disk. Proofs may be printed in either color or black and white as long as the images are crisp and legible. There should be a minimum of four and a maximum of six proofs per 8.5" x 11" sheet, with no image smaller than 3.25" on its longest side. Proofs should be labeled as they appear on the disk.
  - *Naming Images*: Please label image files for the Local Designation Application as follows:

    LM_PropertyName_Description.jpg (ex. LM_ABCHouse_front_façade.jpg)

  For buildings and structures, include all facades and at least one (1) photo of all other contributing and non-contributing resources, as well as at least one (1) photo showing the main building or structure within its setting. For objects, include a view of the object within its setting, as well as a variety of representative views. For sites, include overall views and any significant details.

- ❑ **Drawings of proposed work**. These drawings might include plan drawings and elevation drawings showing the proposed work. 11" x 17" reductions of full-size drawings are the largest acceptable size, however one set of full size drawings may be included if available. Show dimensions on all drawings.

- ❑ **Black ink.** Your application must be prepared in black ink on no larger than 11" x 17" sheets so it can be copied for WCHPC members to review before the meeting. Applications prepared in other color inks and/or pencil copy poorly and will not be accepted.

- ❑ **Notification.** Required for all major work applications to be reviewed by the WCHPC. Please list below or attach a list of all properties within 100' of the landmark property.

Property Address	Wake County PIN #