



**GUILFORD COUNTY  
PLANNING AND DEVELOPMENT**

**Historic Preservation Commission  
Certificate of Appropriateness  
ADVISORY REVIEW**

Name of Designated Historic Landmark (Historic and/or Common):

\_\_\_\_\_

Property Address/Location: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

*Staff Use Only*

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

**This completed application must be received by 12:00 p.m. on the 3rd Tuesday of the month in order to be assured of placement on the agenda for the following month's meeting. The application and its accompanying documentation may not be processed until it is accepted as sufficiently complete by Planning and Development staff.**

Applicant  Owner

Applicant  Owner

\_\_\_\_\_  
Name (please print legibly)

\_\_\_\_\_  
Name (please print legibly)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## **PLANNING YOUR PROJECT**

For larger or more complex Certificate of Appropriateness (COA) projects, such as new construction or larger accessory structures, an Advisory Review by the Historic Preservation Commission (HPC) is offered and recommended. The purpose of an Advisory Review is to provide helpful feedback to the applicant early in the design process. Although it is the goal of the HPC to provide comments that will result in a project that meets the review guidelines, comments provided during the Advisory Review are not binding, and the final decision of the HPC may not be based on these comments.

The Advisory Review helps to provide guidance that will ultimately result in consistency with the Secretary of Interiors (SOI) Standards. There is no fee for this review. Examples of projects that would benefit from Advisory Review include:

- new construction;
- construction of an addition;
- construction of an accessory structure greater than 120 square feet or two stories;
- relocation of structures; and
- use of modern material alternatives.

## **SCHEDULING AN ADVISORY REVIEW**

Advisory Reviews are typically held at the end of regularly scheduled HPC public meetings which begin at 6:00 p.m. and occur on the third Thursday of every month. A completed Advisory Review form and required materials must be submitted according to the same application submittal deadlines as for formal Certificate of Appropriateness applications. Advisory Review applications are publicly advertised along with the regular HPC agenda.

## **THE ADVISORY REVIEW MEETING**

- 1.) Staff will make a brief presentation (5 minutes) identifying aspects of the project that should be addressed by the HPC.
- 2.) Applicant will have an opportunity to make a brief presentation (5 minutes) describing the project.
- 3.) The HPC will discuss the project and consider whether the project is consistent with the applicable review guidelines and the Secretary of the Interior's Standards (SOIS). While HPC members may discuss the appropriateness of a design approach and how it may or may not be supported by the Review Standards or the SOIS, their role is not to re-design the project, but to respond to the proposal before them. Given the complex nature of some large rehabilitation projects, the HPC may recommend that the applicant retain an architect experienced in restorations or new construction.
- 4.) At the end of the review, the HPC Chair will summarize the aspects that were identified as not meeting specific Review Standards. Depending on the degree of clarity of the presentation or the degree of revisions that are recommended, the applicant may request, or the HPC may recommend, an additional Advisory Review.



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## SUBMITTAL REQUIREMENTS

**Format:** Submittals are preferred to be digital and printable in an 8½ x 11, 8½ x 14, or 11 x 17 format. (Larger-scaled drawings may be presented as needed at the public hearing). Please note: All materials submitted with the application become the property of the Guilford County Historic Preservation Commission and cannot be returned.

**Repair, Replacement and/or Alteration:** Describe the project for exterior *and/or* interior work. List the architectural features/elements to be replaced, altered, added or removed along with their approximate age and current condition. Include the following items: drawings with dimensions if known, labeled photographs of various current views of the property, material specifications and/or samples, architectural details with dimensions if known, and any other information as needed to describe the proposed work on the building(s) or the site.

**New Construction or Relocation:** Describe the project and include the items below:

- A) **site plan** indicating proposed building footprint and setbacks with dimensions if known.
- B) **photographs** of the proposed site including any available historic photos and aerials; for relocation of a structure, provide photographs of each façade; label each photo with name of property, situs address, and viewpoint and key the photos to the site plan;
- C) **elevation drawings** of new construction/changed façades as needed with *at least overall* dimensions (drawings depicting three-dimensional views and physical models are typically optional, but are very helpful in conveying more complex projects effectively); and
- D) **specifications and/or samples** for materials, architectural details, and elements such as windows and doors (for applications to relocate a structure, provide information on proposed revisions to the structure that would result from the relocation).

***Return completed submittals to:***  
**Guilford County Planning and Development Department**  
Independence Center, 5<sup>th</sup> floor  
400 W Market Street - Post Office Box 3427  
Greensboro, North Carolina 27402

Questions? Please call (336) 641-3334  
E-mail: [jsnyder@guilfordcountync.gov](mailto:jsnyder@guilfordcountync.gov)  
or visit  
[guilfordcountync.gov/Historic-Preservation-Program](http://guilfordcountync.gov/Historic-Preservation-Program)