



Major Work Items
(Reviewed by HPC)

- New Construction
- Addition to structures
- Addition or removal of any architectural features (e.g. porches, balconies)
- Demolition of contributing structures
- Relocation of contributing structures
- Alterations to building elevations
- Installation of decks, patios, and pools, visible from the public right-of-way
- Replacement of windows, doors, or other architectural elements
- Alterations to historic roof materials and features (e.g. built-in gutters, chimneys, dormers)
- Alterations to stone walls and other historic landscaping and site features
- Installation of major landscaping (e.g. fences, trellises, arbors, walls) visible from the public right-of-way
- Construction or expansion of parking areas visible from the public right-of-way
- Construction of driveways/walkways
- Installation of signage over 5 feet tall (excludes temporary banners or gov't.- installed traffic signs)
- Construction of new streets/sidewalks
- Removal of historic granite curbs and brick gutters
- Installation of HVAC and other mechanical equipment visible from the public right-of-way
- Installation of landscape lighting or building lighting visible from the public right-of-way
- Installation of Duke Energy security light
- Installation of public street lights, utility poles, wires, traffic signals, control boxes

- Installation of dumpsters/pads visible from the public right-of-way
- Installation of satellite dishes and telecommunications equipment visible from the public right-of-way
- Removal of healthy trees, 4 inches and over in diameter at 4 feet above ground

Minor Work Items
(Approved by Staff if appropriate)

- Application of new paint color scheme or new finish
- Installation of roof shingles that match original or existing type
- Repair of deteriorated features, elements or material to match existing or original
- Construction of wood, composite wood, or masonry accessory buildings not highly visible from the public-right-of way
- Installation of decks, patios, and pools, not highly visible from the public right-of-way
- Installation of identification signs no higher than 5 feet
- Installation of HVAC and other mechanical equipment not highly visible from the public right-of-way
- Minor alterations to elevations not highly visible from the public right-of-way
- Removal of aluminum, vinyl, asbestos, or asphalt siding
- Installation of storm windows and doors
- Installation or replacement of non-historic gutters
- Demolition of non-contributing deteriorated accessory structures
- Installation of fences, trellises, arbors, and walls not highly visible from the public right-of-way

- Installation of skylights and solar panels not highly visible from the public right-of-way
- Construction of parking areas not highly visible from the public right-of-way
- Installation of trees or large shrubs that do not constitute screening
- Installation of operable shades, awnings, and other attached porch accessories visible from the public right-of-way
- Installation of landscape lighting or building lighting not highly visible from the public right-of-way
- Installation of exterior light fixtures
- Removal of trees that are dead, diseased, unsafe, or causing structural problems

A Certificate of Appropriateness (COA) is documentation of approved alterations to Landmark properties. An application for a COA must be submitted for Minor as well as Major work items.

This work list also applies to Landmark Properties located within the Oak Ridge Historic District.

This document only summarizes and may omit some provisions.

Please contact staff at 336.641.3791 to confirm if your project requires a COA.



**GUILFORD COUNTY
PLANNING AND DEVELOPMENT**

Historic Preservation Commission
Certificate of Appropriateness
Application

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

Property Address/Location: _____

Tax Parcel Number: _____

Staff Use Only

Date Received: _____ Case Number: _____

Major Minor Exempt

For Certificates of Appropriateness for major work, this completed application must be received by 12:00 on the 3rd Tuesday of the month. The application may not be processed until it and any accompanying documentation is accepted as complete by Planning and Development staff. All materials submitted with the application become the property of the Guilford County Historic Preservation Commission and may not be returned.

I hereby agree to conform to all applicable laws of Guilford County and the State of North Carolina and certify that the information provided is complete and accurate to the best of my knowledge. I acknowledge that by filing this application, representatives from Guilford County Planning and Development may enter the subject property for the purpose of investigation and analysis of this request.

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

Owner/Application Signature

Date

Owner/Application

Date



Please provide all pertinent information below. A written summary description of the project, drawings and photos, are to be submitted in digital format via e-mail and printable to scale in 8½ x 11, 8½ x 14, or 11 x 17 format. Larger printed, scaled drawings may be presented as needed at the meeting.

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

New Construction or Relocation. Describe the project in detail and include the items below:

- A) **site plan** with dimensions and indicating proposed building footprint and setbacks;
- B) **photographs** of the proposed building/addition and 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 dimensions (drawings depicting three-dimensional views and physical models are typically optional, but are very helpful in conveying more complex projects effectively);
- 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); and
- E) **zoning confirmation** signed by the zoning officer that proposed construction or relocation and site plan comply with applicable zoning district regulations.

Demolition. Describe the structure(s) proposed for demolition and provide the reason for demolition. Include labeled photographs of each façade and a site map showing the footprint of the structure(s), keyed to the photographs. Provide a structural engineering report if the demolition is proposed due to unsafe conditions or if the structure is deemed beyond reasonable repair.

Return completed application packages to:
Guilford County Planning and Development Department
Independence Center, 5th floor
400 W Market Street - Post Office Box 3427
Greensboro, North Carolina 27402

Questions? Please call (336) 641-3334 or e-mail

kgraybeal@guilfordcountync.gov and/or jsnyder@guilfordcountync.gov.

Please also visit: <https://www.guilfordcountync.gov/our-county/planning-development/historic-preservation-program>