



# Town of Oak Ridge

## Oak Ridge Historic Preservation Commission

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# CERTIFICATE OF APPROPRIATENESS APPLICATION

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Date \_\_\_\_\_

Property location \_\_\_\_\_

Property owner \_\_\_\_\_

Address \_\_\_\_\_

Guilford County parcel ID number \_\_\_\_\_

Zoning Classification \_\_\_\_\_

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### Return completed application to:

Mail:  
Town of Oak Ridge  
Oak Ridge Historic Preservation Commission  
P.O. Box 374  
Oak Ridge, NC 27310

Hand deliver:  
Oak Ridge Town Hall  
8315 Linville Road  
Oak Ridge, NC 27310

Phone (336) 644-7009 Fax (336) 644-7012

***This application must be received by 12 noon, the second Wednesday of the month, for the following month's agenda. The Historic Preservation Commission meets the second Wednesday of each month.***

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### 1. Exterior Alterations or Repairs

Describe clearly and in detail all work to be done and reason for work.

#### **Include the following:**

Sketches, drawings, photographs, specifications or other descriptions of proposed changes to the building façade or roof, new additions or site improvements. Drawings will be required for major changes in and additions to materials or design for such items as roofs, moldings, porches, railings, fences, doors, windows and hardware.

### 2. New Construction (including any new construction on the designated site)

Describe the nature of the proposed project in detail.

#### **Include the following:**

- 1) Plot plan with measured distances.

- 2) Elevation drawings of each affected façade and specifications which clearly identify the appearance of the project.
- 3) Photographs of the proposed site.
- 4) Sketches, drawings, photographs, specifications and/or samples of materials for such items as roofs, siding, doors, moldings, porches, railings, fences, doors, windows and hardware.

**3. Demolition of Existing Structure(s)**

Describe the structure(s) and give the reason for demolition. Include photographs and measurements of the structure(s).

**4. Relocation of Structures**

- A. Give reason for the relocation. Include a photograph of proposed site.
- B. Describe any alterations, etc. that might occur to foundation walls, etc.

**Materials submitted with the application become the property of the Oak Ridge Historic Preservation Commission and will not be returned.**

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**I/we do hereby request a Certificate of Appropriateness from the Oak Ridge Historic Preservation Commission.**

**Applicant(s)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Applicant signature(s)** \_\_\_\_\_

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**(For town use)**

Date received \_\_\_\_\_ By \_\_\_\_\_

Date approved/denied \_\_\_\_\_ COA number \_\_\_\_\_

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