



Town of Oak Ridge

Oak Ridge Historic Preservation Commission

CERTIFICATE OF APPROPRIATENESS APPLICATION

Date _____ New application Revised COA (Rev. # _____)

Property location _____

Property owner _____

Address _____

Guilford County parcel ID number _____ Zoning Classification _____

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

Applications must be received by 12 noon, the first Wednesday of the month, for the following month's agenda. The Historic Preservation Commission meets the third Wednesday of each month.

1. Exterior Alterations or Repairs

Describe clearly and in detail all work to be done and reason for work. *Cite specific Historic Standards which you feel are applicable. Attach additional sheets if needed.*

Include any or all of the following which are applicable:

Sketches, drawings, photographs, specifications, material cut sheets, color charts or other descriptions of proposed changes to the building façade or roof, new additions or site improvements including landscaping, lighting, etc. (Scaled construction 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, hardware, landscaping, lighting, etc.)

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

Describe the nature of the proposed project in detail. *Cite specific Historic Standards which you feel are applicable. Attach additional sheets if needed.*

Include the following:

- Plot plan with measured distances.

- Scaled elevation drawings of each affected façade and specifications which clearly identify the appearance of the project.
- Photographs of the proposed site.
- Sketches, drawings, photographs, specifications, material cut sheets, color charts and/or samples of materials for such items as roofs, siding, doors, moldings, porches, railings, fences, doors, windows and hardware.
- Landscaping plan including scaled drawing, plant specifications, etc.

3. Demolition of Existing Structure(s)

Describe the structure(s) and give the reason for demolition. Include photographs and measurements of the structure(s). *Cite specific Historic Standards which you feel are applicable. Attach additional sheets if needed.*

4. Relocation of Structures

Cite specific Historic Standards which you feel are applicable. Attach additional sheets if needed.

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

5. Other (Subdivision review, tree removal or any other project not listed elsewhere)

Cite specific Historic Standards which you feel are applicable. Attach additional sheets if needed.

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

I/we hereby request a Certificate of Appropriateness from the Historic Preservation Commission.

Property Owner _____

Address _____

Phone _____ **Email** _____

Property Owner signature(s) _____

I/we hereby certify that _____ **may represent me/us in HPC proceedings.**

(For town use)

Date recd. _____ By _____ Date appd./denied _____ COA # ____-____