



**Town of Smithfield
HISTORIC PRESERVATION COMMISSION
Application for Certificate of Appropriateness**

A Certificate of Appropriateness is required for both Minor and Major Works in the local historic districts and is required before obtaining a building permit for properties located within the Historic Districts. Minor Works applications can be reviewed and approved by staff, and can be filed at any time. Staff will refer Minor Work projects to the Commission for review if in staff’s judgment the change involves alterations, additions, or removals that are substantial, do not meet the guidelines, or are of a precedent-setting nature. Major Works will be reviewed by the Historic Preservation Commission at a public hearing. A Certificate of Appropriateness is not required for routine maintenance, including repair or replacement where there is no change in the design, materials, or general appearance of a structure or grounds. Please consult with the Historic Preservation Planner to determine whether your project constitutes routine maintenance, a Minor Work, or a Major Work.

Applications to be heard by the Commission require the owner or applicant to appear before the Commission on the scheduled meeting date to make his or her request for a Certificate of Appropriateness. Meetings are held quarterly on the third Thursday of the predetermined month at 5:30 p.m. in the Town Council Conference Room, at the Town Hall, 350 East Market Street. The applicant must submit this form and the four other parts of the application by 12:00 p.m. fifteen (15) days prior to the Historic Preservation Commission’s regularly scheduled quarterly meeting in order to be placed on the agenda. Please be aware that failure to provide adequate information may result in a delay in the decision-making process. A Certificate of Appropriateness will be issued after the Historic Preservation Commission or its staff makes a determination that the proposed changes will follow the design guidelines adopted for the district.

The Design Review Advisory Committee has been established to meet with persons involved in planned or pending applications to informally advise the applicant of the Commission’s guidelines, the nature of the area where the proposed project will take place, and other relevant factors.

Please contact the Historic Preservation Planner, at 919-934-2116 ext.1112 with questions about the application process, to obtain a copy of the design guidelines, or to schedule a meeting with the Design Review Advisory Committee or staff.

Part One: Identification of property and applicants

Property Address: _____

Owner(s) Name: _____

Owner(s) Address: _____

Owner(s) Phone Number: _____

Owner(s) Email Address: _____

Applicant (if different from owner): _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Type of Work Proposed: _____

For Part Two – Four, please submit via paper copies in the Planning Department office or via email: chloe.allen@smithfield-nc.com

Part Two: Written Description

This section of the application asks you to **describe all proposed changes to the property, including materials to be used, and to make a case for their appropriateness.** Refer as specifically and completely as possible to the Historic Preservation Commission’s design guidelines and the following criteria. Planning and presenting your proposal with the following criteria in mind will provide a clear basis for the Commission’s deliberations.

1. The height of the building in relation to the average height of the nearest adjacent and opposite buildings and existing structures;
2. The setback and placement on the lot of the building or structures in relation to the average setback and placement of the nearest adjacent and opposite buildings or structures;
3. The exterior construction materials, including texture, pattern, and color;
4. The architectural style and detailing, such as lintels, cornices, brick bond, and foundation materials;
5. The roof shape, forms, and materials;
6. The proportion, shape, positioning, and location, pattern, and size of fenestration (windows and doors);
7. The general form, proportion of width to height, and scale of the building, and the relationship of additions to the main structure;
8. Accessory fixtures and site features, including lighting, awnings, fences, landscaping, utilities, signs, and other features covered by the design guidelines.

Part Three: Visual Description

For this section of the application, **please provide photographs of the existing property and elevation drawings of the proposed changes.** Depict changes in as much detail as possible, paying special attention to those features that the Commission uses to judge appropriateness (for example: windows, doors, architectural details and scale). This section of the application allows the Commission to see the current state of the property, to visualize the proposed changes, and to assess accurately their impact on the property and their impact on surrounding properties.

Part Four: Site Plan of the Lot (if applicable)

Please provide a plat that shows the lot and a footprint of the building and other major features (such as driveways) as they exist and indicate any proposed changes. More detailed topographical mapping may be necessary for new construction or large projects in order to assess the appearance of the structure in relation to the street, the slope of the lot, or surrounding buildings. This section of the application helps orient the proposed changes in relation to the existing footprint of the building and surrounding properties.

Part Five: Notification

An agenda listing the cases to be heard by the Commission will be sent to you about one week before the meeting. The owners of properties located within 100 feet of your property will be sent a letter as their notification of the hearing. Prior to the meeting, staff will visit the site and post a public hearing notification sign. Commission members may also visit the site before the meeting to become familiar with the property.

Signature of Property Owner: _____ **Date:** _____

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