



PERMIT GUIDE FOR Minor Certificate of Appropriateness



Photo credit: John Gessner

Overview

This guide was developed to provide applicants with additional guidance navigating the application process for a Minor Certificate of Appropriateness (COA). Following the steps outlined on these pages will help to expedite the review and approval of a COA. A homeowner or contractor (with the permission of the property owner) can apply and submit the required documents for a Minor COA.

What is a COA?

A Certificate of Appropriateness is a document allowing a property owner to proceed with a proposed alteration, demolition, or new construction within the Pinehurst Historic District. A COA is not a Development Permit and additional building permits are required.

What is a Minor COA?

Minor Work projects require a Certificate of Appropriateness issued by the Village Planner. The category of Minor Work includes projects in which the visual character of a structure or site is not significantly altered. Minor Work projects that meet the requirements of the Historic Standards can be approved by the Village Planner.

The Village Planner may meet with the property owner at the site, if necessary, and determine if the proposed work is Major or Minor. If the proposed work is Minor, a Certificate of Appropriateness can be issued by the Village Planner. If the Village Planner does not or cannot approve the proposed work, an application for a Major Certificate of Appropriateness will need to be presented to and reviewed by the Historic Preservation Commission.

As Minor Work projects do not have a material effect on neighboring properties, the Village of Pinehurst does not require adjacent property owners to be notified. Normally they can be approved fairly quickly. In some cases, the Village Planner may elect to refer a Minor Work case to the HPC for consideration. Minor Work projects must meet all applicable requirements.

For a full list of Minor Work projects, please refer to Section II Chapter C of the Historic District Standards, which can be found at www.vopnc.org/Home/ShowDocument?id=9996.

A list of the most common minor COAs is listed below:

- Addition of fences, walls, or columns
- Addition of decks and patios that will be located in the rear yard
- Addition of new or replacement signage
- Painting a surface a different color that is consistent with the Village of Pinehurst Color Palette
- Replacement of existing siding, trim, porch flooring, steps, shutters, awnings, etc., as long as replacement materials match the original or existing materials in detail and color
- Replacement of roofing material of the same style, size, and color
- Replacement of doors and windows that are the same style, material, size, and color as the existing doors and windows
- Minor work changes to an approved COA prior to the work being completed, except in cases when those changes fall under the category of Major Work

Fees

The application fee for a Minor COA can be found on the Village of Pinehurst Fee Schedule, it is auto-calculated when applying online, or can be obtained by calling the Planning Department.

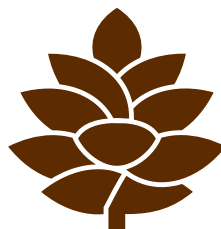
Application Requirements

The scope of the proposed project dictates what is required.

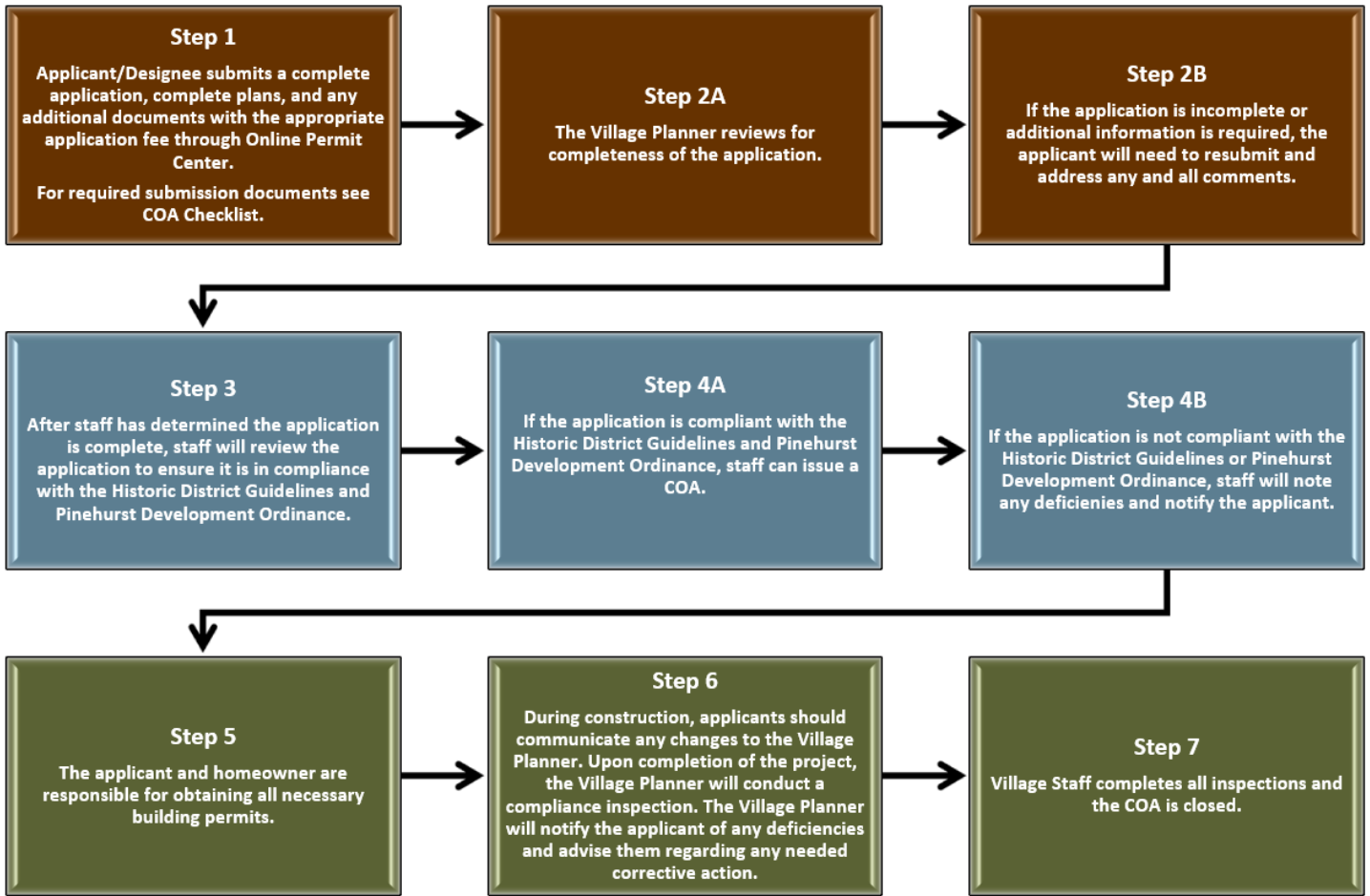
- | | |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Completed application | <input type="checkbox"/> Landscape Plan (if applicable) |
| <input type="checkbox"/> Permit Fees (see fee schedule) | <input type="checkbox"/> Building Material Samples |
| <input type="checkbox"/> Sketch/Site Plan (the planner may request a surveyed site plan if needed) | <input type="checkbox"/> Photos of Existing Conditions |
| <input type="checkbox"/> Building Elevations/Plans (if applicable) | |

Application Review Process

- Pre-application meeting or phone call with Village planning staff is recommended
- Submission of a complete application through the Village of Pinehurst online permit center.
 - www.vopnc.org/permitcenter
 - Upload all required documents as PDF files
- The Village Planner will determine if the application is complete
 - Staff will provide comments to the applicant regarding any deficiencies noted
 - Incomplete applications/submissions are not considered official until they are complete
- The Village Planner will determine if the application is zoning compliant
 - Staff will provide comment to the applicant on any deficiencies
- Once an application is determined to be complete and compliant with zoning, staff can review the application.
 - If the application is compliant with the Historic District Guidelines, staff will issue a COA
 - If the application is not compliant with the Historic District Guidelines, staff will provide the applicant with options to come into compliance
- Following the issuance of a Minor COA the applicant is responsible for obtaining all required building permits, communicating any changes to staff during construction, and notifies staff when the project is complete, and arranges for final inspection
- Once the project passes inspection staff will close out the project and issue a COA.



Minor COA Flowchart and Timeline



Typically, Minor COAs are issued within seven days.



Plan Requirements

Site Plan Essential Information

- Adjacent Streets
- Existing structures
- Proposed work (identifiable)
- Setbacks (side, rear, and front)
- Entirety of the property boundary
- All driveways, pathways, and walkways
- Most Minor COAs will not require a surveyed site plan, however in some cases they may be required (i.e. impervious coverage)

Building Elevations

- Clearly indicate proposed change to existing structures
- Elevations for both existing condition and proposed is required
- Show dimensions
- Illustrate design elements

Building Material Samples

- Paint Swatches
- Product Details (product brochure on like for like replacements)
- A sample board of significant material such as windows, doors, siding, roofing, and masonry elements is required.
 - Samples can be provided in physical or digital form.

Inspection Requirements for COA Compliance

- The COA inspection occurs after all other building inspections have been conducted and approved.
- The purpose of the COA inspection is to ensure, that the project was constructed as approved.
 - o When the COA application is approved by Village staff, the inspection is based on the submitted application material.
 - o Any changes to the approved applications must be communicated to the Village Planner
 - Changes communicated prior to completion of the project will be treated as a change order.
 - Changes communicated after completion of the project may require an additional COA.
- If the project was constructed as approved staff closes out the COA and building permit.
- If the project was not constructed as approved, staff will notify the applicant/contractor and provide a detailed punch list to utilize to take corrective action.

Have Questions?

- For questions regarding zoning or Historic District Standards, please contact the Planning Department at 910-295-8659.
- For questions regarding the North Carolina building code, please contact Building Inspections at 910-295-8663.

Things to Consider and Best Practices

- Review the historic district guidelines:
 - Standards: www.vopnc.org/Home/ShowDocument?id=9996
 - Map: www.vopnc.org/Home/ShowDocument?id=5208
- Carefully consider the building materials that are allowed in the historic district.
 - For instance, vinyl fencing is not allowed and the Pinehurst Historic District has a specified color palette.
- The Village Planner can waive certain application requirements based on the scope and scale of the project.
 - For example, projects that are not changing the building footprint or increasing the impervious surface area may not need a sketch/site plan.
- The Village of Pinehurst does not provide surveying services for the location of property lines.
 - It is the owner's responsibility to ensure the proposed development occurs within their property lines.
- The issuance of a COA is not a development permit.
 - The applicant will need to apply for the necessary building permits as they pertain to their project.

Certificate of Appropriateness Checklist

- Completed Local Historic District Application with detailed explanation of proposed project and material/color list.
- Site plan including setbacks, right-of-ways, existing structures, impervious calculations (if applicable) and proposed work – for projects including fences, decks/patios, additions, etc.
- Existing features and details – Include current photos especially of relevant views and details.
- Building materials, product information sheets, and color samples (may include photographs, brochures, etc.).
- Samples of significant materials proposed in the project, i.e., roofing, siding, windows, doors, brick/stone, composite material, etc.
- Supplemental documentation supporting the proposed project including structural issues, damaged features, historical documentation, etc.
- Letter from owner acknowledging this application, in the case of submission by an applicant or lessee (an email will be accepted).
- If the applicant is considering, but has not yet purchased the property associated with the project, provide a statement with that information.

For questions, contact the Village of Pinehurst
Planning & Inspections Department at
910-295-2581 or email planning@vopnc.org.



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