



# PERMIT GUIDE FOR Major Certificate of Appropriateness



## Overview

This guide was developed to provide applicants with additional guidance navigating the application process for a Major Certificate of Appropriateness (COA). Following the steps outlined on these pages will help to expedite the review and approval of a COA.

### What is a COA?

A COA is a document issued by Village staff or the Historic Preservation Commission permitting development within the Village of Pinehurst Historic District. Approval of a COA is based on the proposed project compliance with the Historic District Guidelines and congruity with the Historic District as a whole.

### Major COA

Major Work projects must be approved by the Historic Preservation Commission in a public hearing before a Certificate of Appropriateness can be issued. In general, these are projects which involve a change in the appearance of a structure or landscape, that are more substantial in nature than Minor Work projects, or Minor Work not approved by Planning Staff.

For a complete list of Major Work Projects please refer to Chapter D of the Historic District Guidelines. The following is a list of some examples:

- New Construction or additions not considered to be Minor Work
- Addition of Accessory Structures
- Eliminating or adding windows and/or doors
- Resurfacing buildings with different materials from that which was removed
- Replacement of roofing with a different material or style from that being replaced

### Historic Preservation Commission

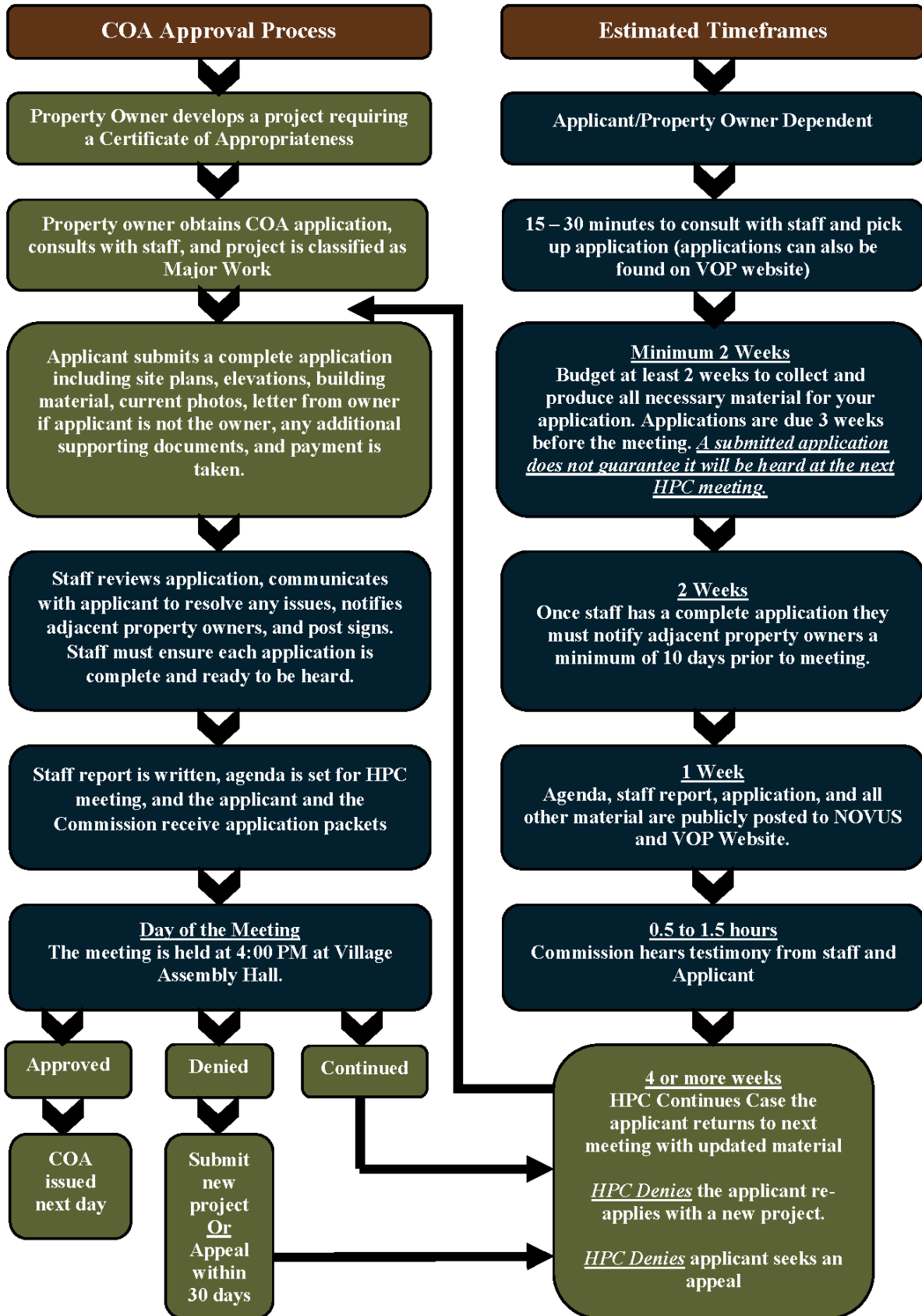
The purpose of the Historic Preservation Commission (HPC) is to approve Certificates of Appropriateness for new construction or Major Work, and to do so by conducting public hearings and adopting findings of fact when applications come before it. The HPC's mission is to take no action except to preserve and approve that which is congruous with the special character of the Pinehurst Historic District. Congruency is defined as a design or design change that is appropriate and harmonious to the existing environment. The HPC meets the fourth Thursday of every month, except in November and December when it meets the third Thursday of the month. For a complete schedule and list of HPC members, please visit [www.vopnc.org/volunteer](http://www.vopnc.org/volunteer).

### The Village Planner

The Village Planner is available to assist property owners or their designees – for example, an architect or builder – in interpreting Sections III to IX of the Guidelines and their applicability to the project prior to design review by the Commission, as well as during construction after HPC approval.



# Major COA Flowchart and Timeline



# Application Process

## 1. Completely Fill Out the COA Application:

- Do not leave any of the application fields blank. If you have questions, please call Planning Staff at 910-295-2581
- Provide a detailed description of the proposed work. Property owners, contractors, applicants with the consent of the owner, or similar agents may submit applications

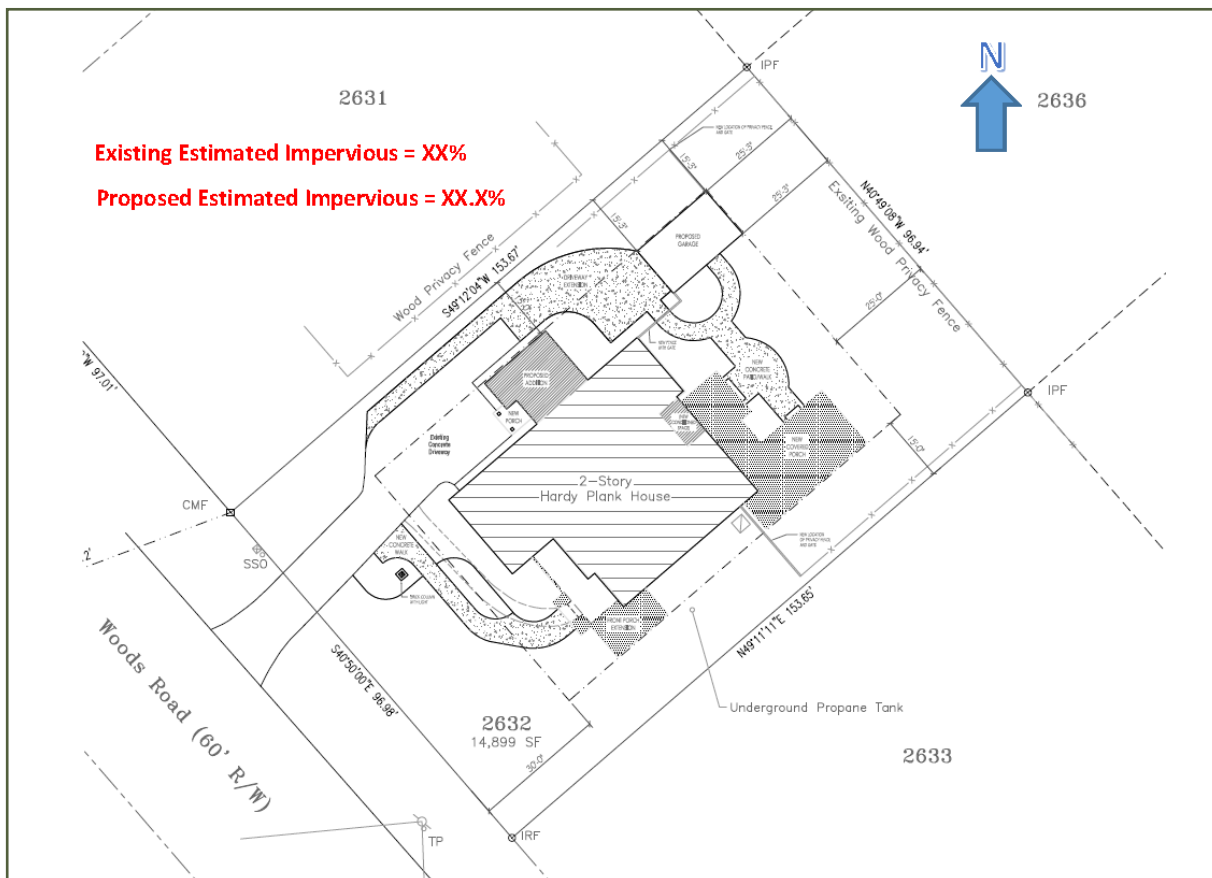
### *Example of a Major COA description:*

Construction of an addition to the existing primary structure, the addition of new covered porch, and extension of an existing covered porch. The addition will expand into the rear yard and meet the setback requirements of the R-10 zoning district. The proposed addition will be for a Carolina Room, match existing building materials, and the existing craftsman architecture.

## 2. Provide a Sketch/Site Plan:

- Site plans must be drawn to scale
- Indicate and provide the location of existing and proposed structures (house, detached garage, accessory building....)
- Indicate all boundaries, property lines, streets, easements, and provide a north arrow
- Indicate zoning setbacks for all structures on the lot
- Provide estimated percentage of impervious surface

### *Example of Minimum Standard Sketch/Site Plan:*



# Application Process

## 3. Elevation Drawing

- Provide a sketch, AutoCAD, or digital graphic rendering of the proposed work.
  - If you are updating a front façade just show the front façade
  - If you are building a new structure, all sides of the structure need to be illustrated
- Provide dimensions of the structure (height, width, square footage) and dimensions of relevant features as it relates to your project.

### Example Elevations:



## 4. Provide photos of existing conditions

- Photos from all four sides of the property
- Label all photos (Front Elevation, Right Elevation, Left Elevation, Rear Elevation)

## 5. Supplemental Documentation Supporting the Proposed Project (Not Required)

- The following is not required, however in some cases it may be advantageous to provide additional supporting evidence that will help the Commission visualize the final product
  - List of building material, product information sheets, and color samples
  - Landscaping Plan, if applicable
  - It is recommended that samples of significant material for the project are provided at the time of the public hearing (i.e. roofing, brick, siding, composite material, etc.)
  - Information about structural issues, damaged features, or historical documentation

# Application Process

## 6. Submit COA Application Packet

- Please plan ahead when applying for your permit. Make sure all of the required information listed in this guide is included and submit it to the Planning and Inspections Department using the Online Permit Center:
  - o [www.vopnc.org/permitcenter](http://www.vopnc.org/permitcenter)

***Incomplete applications will not be accepted or recognized as official submissions.  
The review process will begin once a complete application has been submitted.***

## 7. Application Fees

- An application fee must be paid to the Village. This covers the review, inspection, and public hearing costs for a Major COA.
  - o By Check: Payable to the Village of Pinehurst
  - o By Phone: Call 910-295-1900, option 0 to make a credit card payment, or
  - o Online: *Please note, this option is only available if you have submitted your application online*  
<https://aca3.accela.com/PINEHURST/Default.aspx?culture=en-US>

***Payment and application submission does not guarantee your case will be heard at the next HPC meeting. Village staff may determine additional information is needed to adequately review your application or meet the additional regulations of the Pinehurst Development Ordinance prior to the HPC holding a public hearing.***

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## Things to Consider and Best Practices

- Review the historic district guidelines
  - Standards: [www.vopnc.org/Home/ShowDocument?id=9996](http://www.vopnc.org/Home/ShowDocument?id=9996)
  - Map: [www.vopnc.org/Home/ShowDocument?id=5208](http://www.vopnc.org/Home/ShowDocument?id=5208)
- Submit all application material a minimum of **four weeks** prior to the desired meeting date.
  - It is highly recommended to submit an application earlier if possible to build in time to gather or produce additional application material if needed.
  - It is recommended to provide as much information as possible with every application.
- If available, and at your discretion, inquire if your contractor or licensed professional is willing to attend the public hearing to answer any technical questions the Commission may have.
- 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. Property line disputes are not the Village's responsibility and would result in a civil case.
- The issuance of a COA is not a development permit.
  - The applicant will need to apply for the necessary building permits pertaining to their project, and it is encouraged to apply for building permits concurrently to expedite the review and approval of projects.



## Certificate of Appropriateness Checklist

- Completed Local Historic District Application with detailed explanation of proposed project and material/color list
- If proposed project is considered Minor Work, staff can approve and only 1 copy is needed
- If proposed project is considered Major Work, the HPC must approve and 10 copies must be submitted three weeks prior to the scheduled meeting. Reduced sized drawings (11"x17") are acceptable if they are legible. The HPC generally meets on the 4th Thursday of each month.
- Sketch/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(s), 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](mailto:planning@vopnc.org).



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