



## Historic Certificate of Appropriateness (COA) Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

<input type="checkbox"/> Major Work	<input type="checkbox"/> Minor Work
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### Certificate of Appropriateness Information

Section 8.3.2.3 of the Pinehurst Development Ordinance (PDO) indicates that any erection, alteration, restoration, relocation, or demolition of an exterior portion of any building, structure, or signage within the Historic Preservation Overlay District shall require a Certificate of Appropriateness (COA).

Standards that property owners must comply with in order to obtain a **Certificate of Appropriateness (COA)** are described in the Village of Pinehurst Historic District Standards. A map of the Local Historic District and the Historic District Standards can be accessed at [www.vopnc.org/historicdistrict](http://www.vopnc.org/historicdistrict).

The online application must be completed in full and submitted with the associated fees listed in the Village’s Fees and Charges Schedule, which can be accessed at <https://www.vopnc.org/home/showpublisheddocument/12985/637738809623000000>.

**\*This application must be completed in full and submitted as supporting material to the online application.**

### Intake Information

Property Address	
Street Address	
City, State, Zip Code	
Parcel ID #	

Owner Information			
Name		Home Phone #	
Street Address		Mobile Phone #	
City, State, Zip Code		Business Phone #	
Email			

Applicant			
Name		Other Phone #	
Email		Street Address	
Mobile Phone #		City, State, Zip Code	



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<b>Licensed Professionals (Optional)</b> (License #s must include all letters and numbers as filed with the NC Licensing Board)	
License #	
Name	
Street Address	
City, State, Zip	
Phone #	
Email	

### General Information

Description of Changes to the Structure			
Type of Work	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> New
Existing Use	Proposed Use		
<input type="checkbox"/> Vacant <input type="checkbox"/> Single Family Low Density <input type="checkbox"/> Single Family Medium Density <input type="checkbox"/> Single Family High Density <input type="checkbox"/> Multi-Family Development <input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Lodging <input type="checkbox"/> Recreational <input type="checkbox"/> Institutional <input type="checkbox"/> Medical <input type="checkbox"/> Industrial <input type="checkbox"/> Services	<input type="checkbox"/> Vacant <input type="checkbox"/> Single Family Low Density <input type="checkbox"/> Single Family Medium Density <input type="checkbox"/> Single Family High Density <input type="checkbox"/> Multi-Family Development <input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Lodging <input type="checkbox"/> Recreational <input type="checkbox"/> Institutional <input type="checkbox"/> Medical <input type="checkbox"/> Industrial <input type="checkbox"/> Services		
Includes Demolition	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Includes Tree Removal	<input type="checkbox"/> Yes <input type="checkbox"/> No		



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### Exterior Materials and Colors

	Existing Material(s)	Proposed Material(s)	Existing Color(s)	Proposed Color(s)
Front Elevation Siding				
Rear Elevation Siding				
Right Elevation Siding				
Left Elevation Siding				
Trim				
Windows				
Chimney				
Foundation				
Front Door				
Shutters				
Garage Door				
Roof				
Awning				
Fence				
Front Porch				
Deck				
Patio				
Sidewalk				
Sky Lights / Solar				
Driveway				
Signage				
Other: _____				
Other: _____				

### Required Documents

<input type="checkbox"/> Site Plan/Survey or Sketch	<input type="checkbox"/> Elevation Drawings	<input type="checkbox"/> Photos of Existing Site
<input type="checkbox"/> Floor Plans	<input type="checkbox"/> Landscaping Plan	

### Certification

I hereby certify that the information contained in this application is accurate and complete. I also confirm that I have read and understand the requirements that must be met in order to receive a Historic Certificate of Appropriateness (COA).

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### Property Owner Authorization

I hereby certify that I am the owner on record for the property listed on this application. In addition, I am giving authorization to the applicant and / or licensed professional(s) listed on this application to petition the Historic Preservation Commission on my behalf for approval of the changes requested in this application.

Owner / Owner's Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_