



**TOWN OF EDENTON
APPLICATION FOR A HISTORIC DISTRICT
CERTIFICATE OF APPROPRIATENESS
(MAJOR)**

Date: _____
Application Fee: \$25.00

To the Edenton Preservation Commission:
I (we) the undersigned do hereby respectfully request a major Certificate of
Appropriateness.

Please include the following information with this application:
\$25.00 Filing Fee: _____ Site Plan (no larger than 11x17): _____
Drawings to scale (no larger than 11x17): _____
Elevation Drawings (no larger than 11x17): _____
Photographs: _____ Survey (no larger than 11x17): _____
Property Owners Envelopes: _____ Other: _____

Owner: _____

Address: _____

Telephone: (home) _____ (business): _____

Email: _____

Applicant (if different from owner): _____

Address: _____

Telephone: (home) _____ (business): _____

Email: _____

Property Location: _____

EXISTING CONDITIONS:

Current Use: _____

Description of Property/Structure: (historic significance, architectural style, date of construction and general history). At the library, there is a book by Thomas Butchko titled *Edenton: An Architectural Portrait* with information about the historic architecture located within the Town of Edenton's Historic District. Please refer to this for further information.

(Use additional sheets as necessary. Include date of construction and photographs showing the present state of the property.)

PROPOSED ACTION:

I (We) hereby apply for the Certificate of Appropriateness required by the laws of North Carolina and Ordinances of the Town of Edenton representing the following planned work (check):

Major Maintenance/Repair: _____ Restoration: _____ Signage: _____
Major Alterations/Remodeling: _____ Moving: _____ Demolition: _____
Painting: _____ New Construction: _____ Other: _____

Describe in detail the work to be undertaken:

(Use additional sheets as necessary)

Please attach the names and addresses of all property owners adjacent to the property you are asking to be considered in this application. (Owners may be other than those who are occupying the property.) Also, include the names and addresses of any property owners within a distance of 100 feet of the property being considered, even if not adjacent. This information may be obtained from the Chowan County Register of Deeds, located in the Chowan County Courthouse on Broad Street. *Please provide stamped business envelopes, addressed to each of the owners listed, with return address of Edenton-Chowan Planning & Inspections Department PO Box 1030, Edenton, NC 27932.*

Any application submitted by someone other than the property owner must be accompanied by a notarized statement indicating that the property owner is aware of the proposed work.

This application will be considered only after it is complete, with all necessary attachments. After being received in complete form, it will be considered at the next meeting of the Historic District Commission provided that ten (10) working days have passed.

Certificates of Appropriateness are used for only the work described on the Application. Please be aware that after approval of an Application ANY CHANGES OR ADDITIONS TO THE WORK AS IT IS LISTED ON THE APPLICATION MUST BE RESUBMITTED TO THE PLANNER FOR POSSIBLE RECONSIDERATION BY THE COMMISSION. In addition to receiving the Certificate of Appropriateness you will also receive a letter from the Planning & Inspections Staff detailing the work and conditions, if any.

After approval and issuance of a Certificate of Appropriateness, a member of the Historic District Commission may be assigned personally to your project and will follow it to its completion. This Commission member will ascertain that work done is in accordance with that approved, and will be available to assist the applicant should the need for changes arise. Access to the exterior of the construction site should be offered to this Commission member when requested.

If the Application is approved, the Chairman of the Commission will transmit a Certificate of Appropriateness clearly describing the nature of the work, which has been approved. If requested, the Secretary will mail a copy of the minutes of the meeting at which approval was granted. A copy of the Certificate is to be displayed on the project. A copy of this information will be forwarded to the Building Inspector who is responsible for its enforcement.

It is required that the Applicant or his/her representative be present at the Commission Meeting during which an Application for Major Work is being reviewed. Contractors may accompany or even represent the Applicant, and may assist with preparation of the Application. A contractor's proposal is a helpful attachment to the Application.

Work must be started within 1 year of the issuance of the permit.

Signature of Applicant: _____

Date: _____

<p><i>FOR STAFF USE ONLY</i></p> <p><i>Submission Date:</i> _____</p> <p><i>Public Hearing Date:</i> _____</p> <p><i>Approved:</i> _____ <i>Denied:</i> _____</p> <p><i>Fee: \$25.00:</i> _____</p>
