



Lincoln County Historic Properties Commission Certificate of Appropriateness Application

Name of Historic Property: _____

Address of Historic Property: _____

Parcel ID Number: _____

Name of Owner/Contact Person: _____

Telephone Number (Daytime): _____

Mailing Address: Street or Box _____

City, State and Zip _____

Place an "X" in the blank beside the term or terms, which most accurately denote the activity for which you are seeking a Certificate of Appropriateness.

Landscaping

_____ fence
_____ trees
_____ driveway/parking
_____ other

Major Maintenance

_____ new roof
_____ gutters
_____ storm windows/doors
_____ siding
_____ porch/stairs

Building Rehabilitation

_____ doors
_____ windows
_____ siding
_____ porch/stairs
_____ artificial siding

New

Construction

_____ utility building
_____ new building
_____ other

_____ masonry
_____ other

_____ foundation
_____ roof
_____ soffit/eaves/gutter
_____ other

Demolition or Relocation

_____ demolition

Flexible Development

_____ setbacks

Additions

_____ kitchen
_____ bedroom
_____ porch
_____ other

(List materials to be removed)
_____ move building

_____ other
(please explain request in detail)

Signage _____ yes _____ no

Please attach a detailed description of the activity for which you are seeking a Certificate of Appropriateness. In addition, any plans, elevations or other illustrative information necessary to

determine appropriateness must be submitted. **Four (4) copies of the application and all supporting documentation must be submitted.** Refer to reverse side of application for further instructions or information to be submitted. The Commission reserves the right to require additional information if the Commission believes that your submission of such information is necessary to comprehend the nature of your intended activity. Please do not send application forms via facsimile. **The Commission used the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings*** for purposes of determining the appropriateness or inappropriateness of material alteration or repair, reconstruction, new construction, relocation or demolition of historic properties. A copy of the *Standards* is available by contacting Commission Staff at the address or phone number listed below.

The application along with all supporting information must be filed at least twenty (20) days prior to the next regularly scheduled meeting of the Lincoln County Historic Properties Commission. The Commission meets on the third Thursday of each month at 4:00 pm in the Conference room of the Department of Building & Land Development, located at 302 N. Academy Street in Lincolnton.

I, the undersigned, understand that, if the Lincoln County Historic Properties Commission issues a Certificate of Appropriateness for the above, that the Certificate of Appropriateness will be valid for a period of six (6) months from the date of issuance. Failure to obtain a building or demolition permit within a six-month period will be considered as failure to comply with the Certificate of Appropriateness and the Certificate will become invalid. If a building or demolition permit is not required, the approved work must be completed within a six-month period from the date of issuance. The Commission, following written request of the applicant may renew the Certificate.

Signature of Owner: _____ Date: _____

Name and Title _____
(if signing on behalf of an organization)

Return application to:
Lincoln County Historic Properties Commission
302 N. Academy St
Lincolnton, NC 28092
Phone: (704) 736-8724

STAFF USE ONLY: Application Received _____ Hearing Date _____

Information to be submitted with Application

1. MATERIAL ALTERATION OR REPAIR/LANDSCAPE OR ENVIRONMENTAL ALTERATION

Describe clearly and in detail all work to be done. Include the following items where appropriate:

- A. Sketches, photographs, specifications, product literature or other description of proposed changes to the building façade or roof, new additions or site improvements. Accurate scaled drawings will be required for major changes in design for such items as roofs, facades, porches or prominent architectural features.
- B. Color schedule.
- C. Color and type of brick and mortar to be used for masonry work.
- D. Samples of proposed materials when the original material will not be retained.

- E. Site information including the location of all trees, parking areas, walls, fences, outbuildings or other landscaping features of note where major site improvements are proposed.
- F. Landscape plan with measured distances for new parking areas or other major site improvements.

2. RECONSTRUCTION / NEW CONSTRUCTION

Describe the nature of the proposed project. Include the following items where appropriate:

- A. Report detailing historical authenticity in the case of reconstruction.
- B. Site plan with measured distances.
- C. Elevation drawings of each façade and specifications which clearly show the proposed appearance of the project.
- D. Photograph(s) of the proposed site.
- E. Landscape plan.
- F. Color schedule.
- G. Sample or other description of material to be used.
- H. Drawing or other description of site improvements: fences, walls, walks, lighting, pavement, patios, decks, etc.

3. RELOCATION OF STRUCTURE(S)

- A. Give the reason for the relocation. Include photographs. If the structure is to be relocated within the designated landmark property, describe the new site and any proposed changes.
- B. Describe any site features that will be altered or may be disturbed, including foundation, walls, driveways, vegetation, etc.

4. DEMOLITION OF STRUCTURES

- A. Describe the structure and give the reason for demolition. Include photographs.
- B. Submit a timetable for demolition and clearing of the site.

5. OTHER

- A. Describe the nature of the proposed project.

Project Description (Describe the project fully; Attach additional paper if needed)
