



APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

MINOR/MAJOR WORK

GENERAL INFORMATION

Applicant's Name	
Property Address	
Applicant's Mailing Address	
Telephone	
E-Mail	
Owner's Name	
Owner's Mailing Address	
Description of project (check all which apply)	<input type="checkbox"/> Exterior alteration on existing structure. <input type="checkbox"/> Construction of a new structure. <input type="checkbox"/> Addition to an existing structure. <input type="checkbox"/> Demolition or removal of an existing structure. <input type="checkbox"/> Other (describe) _____

LIST AND DESCRIPTION OF PROPOSED PROJECT

PROJECT	CURRENT MATERIALS	PROPOSED MATERIALS	DESIGN STANDARDS
Example: Replace rotten siding on residence	white painted wood	white painted composite	4.1

ABUTTING PROPERTY OWNERS

For applications requiring a hearing before the Historic Preservation Commission (for a Major Work COA), provide addressed and stamped envelopes for the owners of all properties abutting the property that is the subject of the hearing. Abutting properties include those properties separated from the subject property by a street.

PROPERTY OWNER'S NAME AND ADDRESS	PROPERTY OWNER'S NAME AND ADDRESS

APPLICANT CERTIFICATION

I hereby certify that the information provided above is true and accurate to the best of knowledge.

Applicant: _____ Date: _____

MINOR WORK APPROVAL (office use only)

Upon being signed and dated below by the Town Building Inspector or designee, this approved application serves as the Certificate of Appropriateness for the Minor Work project described herein. This certificate is valid until _____.

The issuance of this Minor Work certificate shall not relieve the applicant, owner, contractor, or tenant from obtaining any other permit required by the Town of Kure Beach Code or any other law for the project described herein.

Signed on behalf of the Town of Kure Beach: _____ Date: _____

OFFICE USE ONLY

File Number: _____.

Received on.: _____.

Amount paid: _____.

Received by: _____.

Date of Pre-Submittal Conference: _____.



**TOWN OF KURE BEACH
HISTORIC PRESERVATION COMMISSION**

CERTIFICATE OF APPROPRIATENESS

APPLICATION INSTRUCTIONS

When is a Certificate of Appropriateness (“COA”) Required?

A COA is required for the erection, alteration, restoration, relocation, demolition, or destruction of any exterior portion of any building, structure, or object, including walls, fences, light fixtures, steps, pavement, above-ground utility structures and outdoor signage, located within the Downtown Preservation Overlay District (“POD”) that overlays the existing B-1 Business District.

Ordinary maintenance, repairs, and other work which does not involve any changes to any exterior feature does not require a COA.

Major Work.

A COA for proposed major changes to any exterior feature within the POD requires a quasi-judicial hearing before the Historic Preservation Commission (“HPC”) in accordance with the provisions of KBC 12.06.050 and 15.08.120. These Code provisions are available on the Town’s website by clicking the Ordinances link under the Locals tab.

Minor Work.

Minor work - work which, while resulting in changes to exterior features within the POD, does not result in major changes - may be administratively approved by the Town’s Building Inspector who reserves the right to determine, upon reviewing the application, that the proposed changes constitute major changes which cannot be administratively approved and must be scheduled for a hearing before the HPC.

Applicable Criteria and Standards.

COA applications are considered and decided based upon the Review Criteria set forth in KBC 15.08.120.K (“Review Criteria”) and the Design Standards for the Kure Beach Downtown Preservation Overlay District (“Design Standards”). The Design Standards are available on the Town’s website by clicking the Historic Preservation Commission link under the Government tab.

Appeals of COA Decisions.

The denial of a COA application for minor work may be appealed to the HPC in accordance with the provisions of KBC 15.08.120.G.4. Appeals of HPC decisions on COA applications for major work may be taken to the Board of Adjustment within the times set forth in KBC 12.06.040.C.

Application Instructions:

1. Pre-Submittal Conference Requirement: Prior to submitting a COA application, the applicant shall meet with the Town's Building Inspector to review the proposed work. To schedule a pre-submittal conference, contact Building Inspector Bethany White. Ms. White's contact information is listed on the Development and Compliance page under the Departments tab on the Town's website.

2. Applications must be complete. Incomplete applications will not be considered. Applications shall include sketches, drawings, photographs, specifications, descriptions, and/or other material and information describing the proposed work and how it complies with the Review Criteria and Design Standards.

3. Number of Copies. Minor Work (administrative review): two (2) copies.

Major Work (HPC hearing): eight (8) copies.

4. Application Fees: Minor Work: \$25.00

Major Work: \$375.00

5. Submittal Deadlines: COA applications for minor work, and payment of the required fee, may be submitted on any working day during regular business hours. A dated letter approving or denying an application for minor work will be issued by the Building Inspector generally within 2 business days after the date on which the application was received. COA applications for major work, and payment of the required fee, shall be delivered to the Town's Building and Inspections Department no later than 30 days before the date of the next regularly scheduled HPC meeting.

6. Site Visits. In conjunction with reviewing a COA application, Town Staff may visit the subject property to obtain a better understanding of the conditions pertaining to the proposed work.