



Franklin County Certificate of Appropriateness

Franklin County Planning & Inspections
"Working Today to Help Build a Better Tomorrow"

215 East Nash Street
Louisburg, NC 27549
Phone (919) 496-2909 / Fax (919) 496-2637

Purpose:

A Certificate of Appropriateness allows an owner of a property designated as a Historic Landmark, or is located in a Historic District to construct, alter, repair, rehabilitate, relocate, or demolish the structure. Major work requires approval from the Historic Preservation Commission.

The following outline is the procedure for applying for a Certificate of Appropriateness. Applicant is advised to discuss with Planning Staff before applying for a Certificate of Appropriateness.

Procedure:

1. Obtain Certificate of Appropriateness Packet and discuss with Planning Staff. The packet will include: Checklist of applicable Work, Application, and Historic Preservation Commission deadlines and meeting dates.
2. Applicant is to fill out the application and provide the following as needed:
 - Narrative clearly describing the proposed work in detail, including a list of existing and proposed exterior materials.
 - Scaled Architectural Plans of the proposed work (if applicable) with dimensions.
 - Elevations of each façade that illustrate the appearance of any new construction. (If applicable)
 - Site Plans shall be prepared by a licensed engineer or surveyor with location and approximate size of all existing and proposed buildings and structures within the site and on the lots adjacent thereto, proposed points of access and egress and pattern of internal circulation, proposed lighting location and design, buffering, layout of parking spaces and type of proposed surfacing, proposed provision for storm drainage (including retention pond facilities, when applicable), approved by the Administrator, landscaping.
3. Planning Staff will prepare a staff report that will be sent to each Historic Preservation Commission member.
 - Note: The report will contain a copy of the signed petition, a map prepared by the planning department, pictures of the property, the site plan, elevations, and other information that the applicant provides to support their request.
4. Planning Staff will send a letter to all adjacent property owners informing them of the Public Meeting.



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5. Planning Staff will post the applicants property with a Public Meeting Sign two weeks prior to the meeting.
6. The meeting will be held on the assigned date.
 - Note: The applicant is expected to be in attendance to answer any questions and provide all information necessary as requested by the Board.
 - Note: In order for a Certificate of Appropriateness to be granted, a majority of the members present must vote in favor of the Certificate of Appropriateness.



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For Administrative Use Only:

Project #	
Fee Paid	
HPC Date	

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Property Owner Information

Property Owner: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: () - _____ Fax #: () - _____
E-mail Address: _____

Applicant Information

Applicant: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: () - _____ Fax #: () - _____
E-mail Address: _____

Property Information *For multiple properties please attach an additional sheet.*

Property Address: _____
Township: _____
Tax Map Number: _____ PIN (parcel identification #): _____
Type of Work: _____
Existing Zoning: _____
Existing Use: _____
Acreage: _____

Statement of Justification

1. Application is hereby made for the following work: *Please explain below:*



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2. This work applies to: *Check all that apply:*

- Exterior Changes
 - Accessory Buildings and Structures
 - Site Work
 - Repair and Maintenance
 - Other:
-

3. The following requirements have been provided: *Check all that apply:*

- Narrative
 - Site plan
 - Scaled Architectural Plans (if applicable)
 - Elevations (if applicable)
-

4. Additional information:

Property Owners' Signature

Date _____

Please sign in blue or black ink

Applicants' Signature

Date _____

Please sign in blue or black ink



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	Type of Work	Routine Maintenance	Minor Work (Staff)	Major Work (HPC)
Exterior Changes - Building				
1.	New construction or building additions			✓
2.	Alteration/Addition/Removal of awnings, canopies, or shutters		✓	
3.	Relocation of buildings greater than 144 square feet			✓
4.	Removal/alteration of Archeologically significant or contributing historical features			✓
5.	Alteration/Addition/Removal of architectural details			✓
6.	Removal of existing decks, stairs, or patios		✓	
7.	Alteration/Installation/Addition/Removal of doors			✓
8.	Installation of storm doors/windows		✓	
9.	Removal of existing fences, walls, and signs		✓	
10.	Alteration/Repair/Duplication of exposed foundations		✓	
11.	Installation/Removal of gutters and downspouts		✓	
12.	Painting when there is a change in color		✓	
13.	Alteration of sloped roof coverings		✓	
14.	Alteration of roof form		✓	
15.	Alteration/Addition/Removal of exterior surfaces		✓	
16.	Alteration/Installation/Removal of vents		✓	
17.	Addition/Installation/Alteration/Removal of windows in kind			✓
18.	Addition/Alteration/Removal of other appurtenant features and accessory site features not specifically listed		✓	
19.	Demolition of any structure or part of a structure			✓
Site Work				
1.	Removal of trees 8 in. and greater in diameter, measured 4.5ft above ground level		✓	
2.	Significant pruning of trees 8 in. and greater		✓	



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	in diameter, measured 4.5ft above ground level			
3.	Installation/Alteration/Removal of exterior lighting features		✓	
4.	Installation of mechanical equipment, such as heating, and air conditioning units, which are completely screened from view with shrubbery or appropriate fencing	✓		
5.	Alteration/Addition/Removal of parking lots		✓	
6.	Construction of new parking lots			✓
7.	Construction/Removal/Addition of driveways or walk ways		✓	
8.	Minor landscaping which includes vegetable and flower gardens and shrubbery	✓		
9.	Removal of dead, diseased, or dangerous trees	✓		
Accessory Buildings and Structures				
1.	New accessory buildings or structures			✓
2.	Alteration/additions to existing accessory buildings and structures (dependent on the scope of work)		✓	
3.	Removal of existing accessory buildings and structures which are not architecturally or historically significant		✓	
4.	Removal of existing accessory buildings and structures which are architecturally or historically significant			✓
Repair and Maintenance				
1.	Repair/duplication of contributing accessory buildings and structures	✓		
2.	Repair/duplication of architectural details	✓		
3.	Repair/duplication of existing decks, or patios	✓		
4.	Repair/duplication of existing driveways, walkways, or parking lots	✓		
5.	Repair/duplication of existing fences, walls, or signs		✓	
6.	Repair/duplication of gutters	✓		
7.	Installation of house numbers and mailboxes	✓		
8.	Repair/Duplication of existing light features	✓		



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9.	Repairs/Duplication, including repainting, to existing masonry when the color and composition of the mortar match the original, and new brick or stone matches the original	✓		
10.	Painting when there is no change in color	✓		
11.	Repair/Duplication of sloped roof coverings	✓		
12.	Installation of satellite dishes		✓	
13.	Repair/Duplication of exterior surfaces	✓		
14.	Alteration/Construction/Removal of temporary features that are necessary to ease difficulties associated with ta medical condition		✓	
15.	Repair/Duplication of existing vents and ventilators	✓		
16.	Caulking and weather-stripping windows	✓		
17.	Repair/duplication of other appurtenant features and accessory site features not specifically listed	✓		
Other				
1.	Any work for which a previously issued certificate of appropriateness has expired, where there is no significant change to the application		✓	