

TOWN OF GREENEVILLE
Application for a Certificate of Appropriateness

Two copies of the completed application and all required materials for the request must be received by the Building Official at least ten (10) days prior to the regularly scheduled meeting (the 1st and 3rd Tuesdays of each month at 8:30 a.m.) **All information submitted with an application will be retained by the Historic Zoning Commission.**

Petitioner's name (printed) _____

Petitioner's address _____

Petitioner's telephone number _____

Address of property in question _____

Owner of Property (if not petitioner) _____

Owner's Telephone Number _____

Is the property listed on the National Register of Historic Places? Yes__ No__

REQUESTED ACTION (CHECK ALL THAT APPLY):

**EXTERIOR ALTERATION/
REPAIR**

- Architectural feature (decorative ornamentation)
- Porches (columns, trim, railings, or ornamentations)
- Awning or canopy
- Deck
- Door
- Fence
- Gutters
- Masonry repair
- Shutters
- Siding
- Retaining Walls
- Signs
- Storm windows/door
- Windows/skylights
- Roof
- Other(List)_____
- _____
- _____

NEW CONSTRUCTION

- Primary Structure
- Garage
- Addition

DEMOLITION

- Entire Structure
- Part of Structure

RELOCATION OF STRUCTURE

- Moving structure into district
- Moving structure out of district

I am requesting expedited approval of my request. I have reviewed the Minor Project/Expedited Approval for Certificates of Appropriateness information, and I believe my project meets the criteria.

ADDITIONAL INFORMATION TO BE SUBMITTED WITH APPLICATION

Attach the following information to this application for each category of work proposed. Note: When plans are required to be reviewed, only those plans showing the exterior of the structure are to be submitted. This information is required for all applications, even for requests for expedited approval.

EXTERIOR ALTERATION OR REPAIR

1. List and describe in detail all work to be performed.
2. Submit, where appropriate, sketches (drawn to scale), photographs, specifications, manufacturer's illustration, or other descriptions of proposed changes to the structure.
3. Include samples if material changes are proposed.

NEW CONSTRUCTION

1. Describe in detail the nature of the proposed project.
2. Submit a site plan drawn to scale, with the size of the structure and distances to property lines. Include other site improvements, such as fences, lighting, pavements, decks, sidewalks, etc.
3. Include elevation drawings (drawn to scale of each façade and specifications which clearly show the exterior appearance of the project.
4. Submit samples or other description of materials to be utilized.

RELOCATION OF STRUCTURE

If a structure is being moved **out** of a historic district:

1. Provide a description of the structure(s) to be moved, proposed location of the structure, why the need exists to move the structure, and any proposed changes to the structure following relocation.
2. Describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

If a structure is being moved **into** a historic district.

1. Provide a description of the lot where the structure is to be placed.
2. Describe the structure, providing information on the historical or architectural significance of the structure, the present condition of the building, and why the building is proposed to be relocated.
3. Submit photographs and a site plan (drawn to scale) showing the proposed layout of the site.

It is recommended the applicant apply simultaneously for a building permit and a Certificate of Appropriateness, with the understanding a building permit cannot be issued until a Certificate of Appropriateness is approved by the Commission. The applicant will be subject to fines for unapproved work.

I certify the statements contained in this document and its attachments are true to the best of my knowledge. In addition, I understand I may be subject to penalties if exterior work is initiated in a historic district without issuance of a Certificate of Appropriateness and a building permit (where required), or if work is performed which is contrary to or outside the parameters of the Certificate of Appropriateness. Further, I understand the property owner or their representative Must be present at the meeting or the item will be denied.

_____ Petitioner's Signature

FOR STAFF USE ONLY

Date received: ____ File Number: ____ Date of meeting: ____ Petitioner notified: ____

Action of the Historic Zoning Commission:

Approved: ____ Approved with conditions: _____

Denied: ____ Denial letter issued: ____ Reason(s) for denial: _____

Comments: _____

If denied, actions necessary for work to be approved. _____
