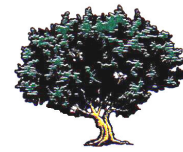




Town of Wilkesboro Historic Preservation and Certificate of Appropriateness Intent and Process



The Wilkesboro Historic Preservation Commission (HPC) was established by the Town Board in 2004. Its mission is to identify, study, and protect Wilkesboro's historic resources. These resources may range from significant architectural features to archaeological resources. The HPC consists of citizen volunteers that are assisted in their duties by Town planning staff.

Historic preservation efforts like Wilkesboro's are not established to prevent change, but rather to ensure that future changes to properties are consistent with the historic character of the site or district.

A **Certificate of Appropriateness** is a document issued by the Historic Preservation Commission indicating the Commission's approval of proposed exterior alterations, new construction, or demolition. Any building which is located in a historic district or which is a locally designated individual historic property cannot be materially altered, restored, moved, or demolished unless a Certificate of Appropriateness has been issued. Some landscaping or archaeological projects also require a Certificate of Appropriateness.

Property owners should consult HPC staff **before** any exterior work is begun to determine if a Certificate of Appropriateness is needed. Normal maintenance (addressed later in this section) will generally not require approval, but it is a good idea to make sure **before** the work is started.

Application forms for a Certificate of Appropriateness and copies of the Design Review Guidelines are available from the Wilkesboro Planning Department. (336) 838-3951

It is important to plan projects well in advance because the review process requires a certain amount of lead time. **Applications should be complete and submitted to the Planning Department staff no later than fifteen working days prior to the next regularly scheduled meeting of the Commission (3rd Tuesday of each month).** Property owners are urged to submit their applications as early as possible so that the staff can determine if the application is complete; that is, all illustrative material necessary to describe the project has been submitted. The applicant is encouraged to be present during the Commission meeting when the application is being considered. If the applicant cannot attend, a representative who can speak for and legally bind the applicant should be present. The applicant and any adjacent property owners will be given the opportunity at the meeting to make comments or to ask questions.



Town of Wilkesboro Planning Department
203 West Main Street
Wilkesboro, NC 28697
P: 336-838-3951
F: 336-838-7616



The Town of Wilkesboro
Historic Preservation Commission
Application for
Certificate of Appropriateness

Date Received: _____
Application #: _____
Fee \$: _____

Town of Wilkesboro

203 West Main St. Wilkesboro, NC 28697

Planning Department

GENERAL INFORMATION:

The petitioner is encouraged to meet with staff prior to submittal of a complete application, especially for large rehabilitation projects and new construction

Applicant: _____

Applicant Address: _____

Phone: _____ Cell Phone: _____

Property Owner: _____

Tax Map/Property Identification Number: _____

Property Owner Address: _____

Phone: _____ Cell Phone: _____

Nature of Work (Check all that apply):

- Sign (additional sign permit required)
- Demolition
- Rehabilitation/Alteration/Addition
- Relocation/Moving a Building
- Stucco Repair/ Repainting
- New Construction
- Fences/Walls
- Large Additions
- Awnings
- Windows/ Doors/Shutters
- Roof Repair
- Other: _____

Property Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

OFFICIAL USE:

Reviewed By: _____ Date: _____

- Action:
- Approved
 - Approved with Conditions
 - Denied
 - Withdrawn
 - COA Not Required
 - Staff Approval

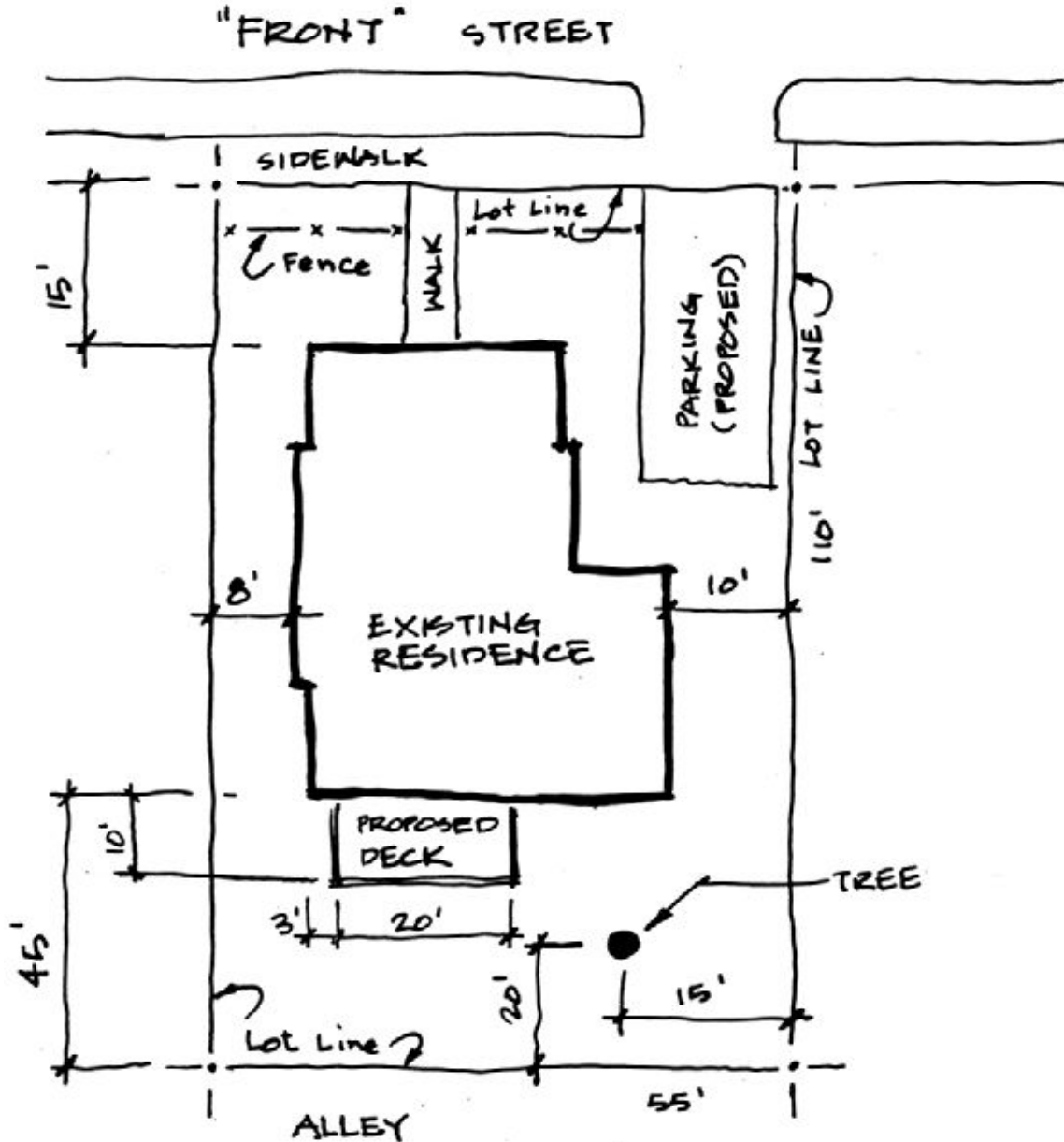
- Initial Application
- Amended Application

Staff Signature: _____

PROCESSING FEES (Official/Staff Use):

<input type="radio"/> Minor Work (Staff Review)	\$20
<input type="radio"/> Major Work (COA Committee Review)	\$50
<input type="radio"/> Additions Greater than 25% of Existing Square Footage	\$200
<input type="radio"/> New Buildings	\$250
<input type="radio"/> Demo of Contributing Historic Resource	\$500

SAMPLE SITE PLAN:



SAMPLE PLOT PLAN
for
Mr. & Mrs. Boylan Oakwood