



# TOWN of WAKE FOREST

**Planning Department**  
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## CERTIFICATE OF APPROPRIATENESS APPLICATION

*(Last updated: July 2013)*

### **PROCESS INFORMATION:**

Per Section 2.4.2 of the Wake Forest Unified Development Ordinance (UDO), no exterior feature of any building or other structure in an HL-O (Historic District and Landmarks Overlay District), shall be erected, altered, restored, moved or demolished until an application for a Certificate of Appropriateness (COA) has been submitted to and approved by the Administrator (Minor COA) or Historic Preservation Commission (Major COA). A COA is required to be issued prior to the issuance of a building permit or other permit granted for the purposes of constructing, altering, moving or demolishing structures. A COA shall be required whether or not a building or other permit is required. A COA is also required for the demolition of any building that is listed on any federal, state or local historic register, for any building listed in the Town of Wake Forest and Suburban Areas Historic Buildings Update, and for any building located on the Historic Building Survey map, whether or not property is located in any historic district.

### **FILING INSTRUCTIONS:**

- An applicant for a Certificate of Appropriateness must complete this application in full. This application will not be processed unless all information requested is provided.
- Provide a Sketch Plan & Building Elevations in accordance with Chapter 15 of the Wake Forest UDO. This requirement may be waived by the Administrator as appropriate. Photos may replace the elevations if no change is to be made to the exterior. A Sketch Plan is required if any new addition or accessory structures are to be constructed or if there will be any change in the location of fences, walls, walkways, driveways, parking areas, light poles, signs, etc.
- The application must be signed by the owner or by an authorized agent of the subject property.

### **GENERAL INFORMATION:**

**COA Case #:**

<b>Submission Date:</b>	<b>HPC Meeting Date:</b>
Property Owner:	Phone:
Address:	Email:
City, State, Zip:	Fax:

Applicant (if different from property owner):	Phone:
Address:	Email:
City, State, Zip:	Fax:

