



TOWN of WAKE FOREST

Planning Department
 Wake Forest Town Hall – 3rd Floor
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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 the 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.
- All new construction projects must submit subdivision and/or site development plans for approval by the Planning Department either before or simultaneously with the Certificate of Appropriateness Application. The COA Application will not be considered complete until first draft comments are received by the Planning Department.
- The application must be signed by the owner or by an authorized agent of the subject property.

GENERAL INFORMATION:

Property Owner:	Phone
Address:	Email:
City, State, Zip	

Applicant Name:	Phone:
Address:	Email:
City, State, Zip	

PROJECT INFORMATION

The following statement & documents are provided for the use in the review of this application. (Attach photographs, slides, drawings, plans, renderings, materials, cut sheets, etc. to give as much information as possible to show that the proposed work complies with the standards set forth in the UDO and Historic District Design Guidelines – please attach additional sheets if needed).

Property Address/Location: _____

Long Tax PIN(s): _____

Zoning Classification: _____

Land Use(s): _____

Description of proposed work: _____

SIGNATURES:

Submittal of this application constitutes permission for HPC members, as well as town staff, to enter the property for the purpose of reviewing the case and performing their duty as commission members.

I/we the undersigned do hereby certify that all information given above is true, complete, & accurate to the best of my/our knowledge.

(Applicant Print Name) (Applicant Signature) (Date)

(Applicant Print Name) (Applicant Signature) (Date)

Date Received:	HPC Meeting Date:	COA Number:
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