

Application No.



CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION PACKAGE

Step 1: Initiate COA application process

Print and complete this form independently OR schedule a 15-minute appointment with the Town Clerk to obtain COA application and to review application requirements for submission.

Step 2: Prepare Application Package

Read the Design Standards to ensure your project adheres to the Standards. Fill out the COA application form and prepare necessary application materials based on the requirements specified on the COA Application and the COA Application Checklist. There is no fee for the filing of the application.

Step 3: Submit Application Package

Send completed package to the Town Clerk at cameronnc@townofcameron.com OR schedule a second 15-minute appointment to work with the Town Clerk to submit application and supporting documentation. **All applications must be submitted no less than seven (7) calendar days prior to the next scheduled Commission meeting. Incomplete applications will not be processed.**

Step 4: Attend the Historic Preservation Commission Meeting

The applicant (or an approved designee) is required to attend the Historic Preservation Commission meeting to present the project and answer questions. The commission may approve, approve with conditions or deny a COA. If more research is needed, the COA application may be tabled for (two) 2 weeks, pending research. **Please not that the project may also require separate building permits from the Moore County Planning & Inspections Department. Also note, a COA is valid for 180 days. If construction has not commenced within 180 days, the application process must be renewed.**

REQUIRED GENERAL INFORMATION

Applicant Name	
Property Address	
Telephone	
E-mail	
Description of project (Check all that apply)	<input type="checkbox"/> Exterior alteration on existing structure(s). <input type="checkbox"/> Construction of a new structure. <input type="checkbox"/> Addition to an existing structure. <input type="checkbox"/> Alteration or new construction relative to yard area. <input type="checkbox"/> Demolition of an existing structure.

List and describe elements of proposed project (Note: Supplemental photos and comprehensive sketches with dimension are also REQUIRED as noted on the COA checklist)	Current Material	Proposed Materials	Relevant Design Standards
Example #1: Build new freestanding garage to replace original garage demolished by storm.	1. Gray wood siding 2. Black asphalt shingles	1. White wood siding 2. Black tin roof 3. Wooden carriage house doors	9.106 9.107 9.108 9.109

I certify that the information provided above is true and accurate to the best of my knowledge.

Signature

Date

Step 6: Notify the Town Clerk when your project is completed.
Send an email to the Town Clerk at cameronnc@townofcameron.com to inform staff that ALL of the above named projects have been completed.