

**CERTIFICATE OF APPROPRIATENESS APPLICATION**

**Rutherfordton Historic Preservation Commission  
129 N. Main Street Rutherfordton, NC 28139  
(828) 287-3520 fax: (828)286-8054 dbarrick@rutherfordton.net**



Applications for a Certificate of Appropriateness **must be submitted to the address or email above** for all major work as defined in the Historic District Guidelines on the Town's website: Rutherfordton.net. It will be reviewed by **the Rutherfordton Historic Preservation Commission** which has five members that are appointed by the Rutherfordton Town Council. The Commission reviews proposed exterior changes, new construction, demolition, and significant changes to landscaping to ensure that alterations are in compliance with design guidelines and are compatible with the historic character of the Town.

**An approved Certificate of Appropriateness is required before exterior changes can be made and before a zoning permit can be issued.**

**FILING SCHEDULE:** The RHPC is scheduled to meet the first Tuesday of each month. Applications must be received prior to the meeting in order to be reviewed. Your application will be reviewed based upon the Rutherfordton Historic Preservation Design Guidelines and Rules of Procedure.

**Applicants are strongly encouraged to attend the meeting.**

**GUIDELINES:** Copies of the guidelines are available at the Norris Library, Town Hall, and online at the Town of Rutherfordton website ([www.rutherfordton.net](http://www.rutherfordton.net)). It will be helpful to review the guidelines while planning your project to ensure compliance with the Guidelines. The preservation staff can help you with interpretation of the guidelines.

**Certificates of Appropriateness** do not relieve the property owner from the responsibility of obtaining any other required permits. Building Permits and other permits may be required even if a COA is not required. For more information contact the Rutherford County Building Inspections Office. **Decisions of the RHPC** may be appealed by filing notice with the Board of Adjustment within 30 days after the meeting.

**WRITTEN DESCRIPTION:**

**Describe** clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.)

**Attach** plan drawings and elevation drawings if necessary, showing dimensions on drawings. You may provide photos of existing conditions.

**APPLICATIONS FOR SIGNS:** Provide a drawing or computer rendering of sign if possible. Give materials from which sign will be constructed, along with size, proposed colors, lighting source if any, and placement position on building or windows (right angle or parallel if hung, type of bracket).

**RUTHERFORDTON HISTORIC PRESERVATION COMMISSION  
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

**APPLICATION REQUIREMENTS**

Applications and any attached supporting materials for projects requiring approval must be submitted prior to the next scheduled meeting. Submittal requirements may vary depending on the type of project proposed. If you have any questions, contact the Town Manager at 828-287-3520

**NOTE: FAILURE TO PROVIDE ALL REQUIRED MATERIALS BY THE FILING DEADLINE WILL RESULT IN A DELAY OF THE HEARING OF YOUR PROJECT BY THE COMMISSION. INCOMPLETE APPLICATIONS WILL NOT BE FORWARDED FOR COMMISSION REVIEW.**

**LOCATION**

\_\_\_\_\_ Street Address Where Work Will Be Undertaken

**PROPERTY OWNER**

\_\_\_\_\_ Last First MI

**ADDRESS**

\_\_\_\_\_ Street

\_\_\_\_\_ City State Zip

**CONTACT INFO**

\_\_\_\_\_ Daytime phone # Email Fax

**APPLICANT**

(if different from owner)

\_\_\_\_\_ Last First MI

**ADDRESS**

\_\_\_\_\_ Street

\_\_\_\_\_ City State Zip

**CONTACT INFO**

\_\_\_\_\_ Daytime phone # Email Fax

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
APPLICANT SIGNATURE

<p><b>FOR OFFICE USE ONLY: DATE RECEIVED</b> _____ <b>APPLICATION #</b> _____</p> <p align="center"><b>RECEIVED BY</b> _____</p>
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<p>_____ <b>Approved</b>                      _____ <b>Denied</b>                      _____ <b>Date</b></p> <p>_____ <b>Approved with Conditions</b>                      _____ <b>Withdrawn</b>                      _____ <b>Signature</b></p>
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