



# SWANSBORO HISTORIC PRESERVATION COMMISSION STAFF APPROVAL REQUEST

I hereby apply to the Swansboro Town Planner for approval for the proposed minor exterior project, or normal maintenance for the following property located within the Historic District:

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

ADDRESS OF AFFECTED PROPERTY: \_\_\_\_\_

PHONE NUMBERS: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Indicate if you need a pre-application review:     Yes                       No

### INSTRUCTIONS:

- 1) In the space provided or on additional sheets, describe the nature and extent of the proposed work to include a listing of materials and dimensions. Provide sufficient detail to allow the Town Planner to make an informed decision regarding appropriateness. If needed your request can be forwarded to the Historic Commission for consideration

\_\_\_\_\_ **EXTERIOR PROJECTS:** Photograph(s) and sketch(es) showing existing conditions and proposed changes for each effected area.

\_\_\_\_\_ **NORMAL MAINTENANCE:** Photograph(s) and sketch (es) showing existing conditions and proposed changes for each effected area.

### PROJECT DESCRIPTION (Attach additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

---

### STAFF USE ONLY

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Application reviewed with applicant by: \_\_\_\_\_ Date: \_\_\_\_\_

How: In person \_\_\_\_\_ By Phone \_\_\_\_\_

(If applicable) Fee Paid: \_\_\_\_\_ Receipt Number \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_