



SWANSBORO HISTORIC PRESERVATION COMMISSION MINOR WORK APPLICATION

Application # _____

NAME _____ PHONE _____

MAILING ADDRESS _____

ADDRESS OF PROPERTY _____

(If someone other than the owner is requesting minor work, a letter from the owner must accompany this application giving applicant permission for request)

INSTRUCTIONS:

- 1) Please give a complete description of the work proposed. This may require drawings, pictures, etc.
Note: The greater the detail of proposed work the quicker the Minor Work Committee can render a decision.
- 2) The applicant or owner representative is required to appear with the Minor Work Committee during the assessment of the proposed work.
- 3) All applications become the property of the Swansboro Historic Preservation Commission (SHPC) for the Town of Swansboro once submitted.
- 4) It is the policy of the SHPC that the Minor Work Committee act as a body, accordingly, individual members should not give personal opinions on applications submitted to the Minor Work Committee, and no such individual opinion shall bind the SHPC in any way.

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Signature of Applicant

Date

STAFF USE ONLY

Application received by: _____ Date: _____

Application reviewed with applicant by: _____ Date: _____

Application: Approved _____ Denied _____

Facts to Support Decision: _____

SIGNATURES OF MINOR WORK COMMITTEE MEMBERS:
