

Application for Certificate of Appropriateness To the Holly Springs Historic Preservation Commission

(Governed by City of Holly Springs Historic Preservation Ordinance, Sections I - XXIII)

I. Date of Application: _____

Applicant/Firm: _____
(If business Firm, Name of Principal or Agent)

Phone: Business: _____ Home/Cell: _____

Mailing Address: _____

II. a. Location of Property Subject to Application: _____

b. Legal Description of Property: _____

c. Location within: () Historical Residential District () Historic Business District
() Other

III. a. Proposed Exterior Alteration: () Addition () Renovation () Demolition
() External Sign(s) () Painting () Siding () Fencing () New Construction
() Roofing () Other, specify _____

b. Project Description:

WRITE A CLEAR, CONCISE DESCRIPTION OF THE PROJECT & INCLUDE:

- PROPOSED BUILDING MATERIALS (TYPE, COLOR, SIZE & LOCATION)
- DIMENSIONS OF PROPOSED ADDITIONS
- LOCATIONS OF PROPOSED GRADING ON THE PROPERTY
- FIVE (5) PHOTOGRAPHS OF EXISTING CONDITIONS OF PROPERTY
- SIX (6) COPIES OF A SITE PLAN AND ELEVATION VIEWS, TO SCALE

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(Add additional sheets if necessary)

c. Will building continue in its present usage? () Yes

() No. If No, what is the proposed usage? _____

IV. It is warranted in good faith that the statements above and on attached page(s) are true and correct. I/We understand that, if this application is approved, it becomes a part of the Certificate of Appropriateness and that I/We have received approval only for the work specified herein, subject to any conditions or modifications imposed by the Commission.

(Enforcement and Penalties are set forth in Section XV of the Ordinance)

APPLICANT'S/Agent Signature(s): _____ Date: _____

COMPLETE OWNER'S CONSENT FORM IF APPLICATION IS NOT THE OWNER

NOTE: You will be notified of the Commission's review date within fifteen (15) days

Do you wish to have a Preliminary Conference? () Yes () No

A complete application includes:

1. Completed application form, including project description.
2. Five (5) photographs of existing conditions of property.
3. Six (6) copies of a site plan and elevation views, drawn to scale (as described above).
4. Owner's consent (if applicant is not the owner).
5. Fee (check for \$25.00) payable to City of Holly Springs.

_____ Following for Official Use Only _____

I. Application Received: Date: _____ Time: _____

Signature: _____
(Director of Public Works & Zoning or designee)

II. Checklist of Action:

a. Notification of Commission Chairman/Vice-Chairman () Date: _____
(PW&ZD must transmit a copy of Application to HPC within 5 days of Application)

b. Notification of Applicant Hearing () Date _____
Date of Hearing: _____ Time of Hearing: _____

III. Specifications about Property:

a. Zoning code of Property: _____
Restrictions (if any): _____

b. Historical Significance: () Pivotal () Contributing () Non Contributing
() Marginal () Intrusion () Vacant Lot () Historic Landmark Status

IV. Action Taken:

a. The decision of the Commission is as follows: This Application is hereby ...

() Approved

() Tabled pending furnishing of additional data

() Disapproved for following:

b. Comments: _____

c. Signatures:

Date: _____

Chairman, Holly Springs Historic Preservation Commission

V. Owner may Appeal the Commission's decision to the Board of Alderman within thirty days of a decision of the HPC, by filing a written petition with the Director of Public Works & Zoning Dept. within 30 days of that decision. Reference Section XI of the City Preservation Ordinance.

