

Type or print the following:

Applicant name:

Mailing address:

City:

State:

Zip code:

Date:

Daytime phone #:

Email address:

Applicant signature:

Minor work (staff review) – one copy
 Major work (COA committee review) – ten copies

- Additions > 25% of building sq. footage
- New buildings
- Demolition of building or structure
- All other

Post approval re-review of conditions of approval

Office Use Only

Transaction #: _____
 File #: _____
 Fee: _____
 Amount paid: _____
 Received date: _____
 Received by: _____

Property street address:

Historic district:

Historic property/Landmark name (if applicable):

Owner name:

Owner mailing address:

For applications that require review by the COA Committee (major work), provide addressed and stamped envelopes for owners for all properties with 100 feet on all sides of the property, as well as the property owner.

| Property Owner Name & Address | Property Owner Name & Address |
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I understand that all major work applications that require review by the Raleigh Historic Development Commission's COA Committee must be submitted by 4 p.m. on the date of the application deadline; otherwise, consideration will be delayed until the following committee meeting. An incomplete application will not be accepted.

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| <p>Will you be applying for rehabilitation tax credits for this project? Yes No</p> <p>Did you consult with staff prior to filing the application? Yes No</p> | <p>Office Use Only</p> <p>Type of work: _____</p> <p>_____</p> |
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| Design Guidelines: please cite the applicable sections of the design guidelines (www.rhdc.org). | | |
|---|-------|---|
| Section/Page | Topic | Brief description of work (attach additional sheets as needed). |
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| <p>Minor Work Approval (office use only)</p> <p>Upon being signed and dated below by the Planning Director or designee, this application becomes the Minor Work Certificate of Appropriateness. It is valid until _____.</p> <p>Please post the enclosed placard form of the certificate as indicated at the bottom of the card. Issuance of a Minor Work Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City Code or any law. Minor Works are subject to an appeals period of 30 days from the date of approval.</p> <p>Signature (City of Raleigh) _____ Date _____</p> |
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