

**PROCEDURES FOR FILING APPLICATION OF CERTIFICATE
OF APPROPRIATENESS WITH UNION COUNTY
HISTORIC PRESERVATION COMMISSION**

1. Present application – complete with all pertinent information to Commission 30 calendar days prior to next scheduled meeting. – The Commission meets on the first Thursday of each month
2. The Commission calls for a public hearing – notice is published in newspaper 10 days prior to hearing
3. Property owners, adjoining the historic property, are notified
4. The application is reviewed by the Commission
5. The property owner is notified of the decision and is sent a signed and dated copy of the certificate

**INFORMATION REQUIRED FOR SUBMITTING
APPLICATION OF CERTIFICATE OF APPROPRIATENESS**

1. Description of project
2. Select from following items that apply for project
 - a. Site plan (include dimensions)
 - b. Elevation(s)
 - c. Floor Plan
 - d. Description of materials to be used and color schedule
 - e. Photographs of existing structure that is to be modified

PROCEDURES FOR OBTAINING A CERTIFICATE OF APPROPRIATENESS

A Certificate of Appropriateness must be obtained before work may begin which would change the appearance of buildings or landscape contained within the property. Applications are filed with the Union County Historic Preservation Commission at the Heritage Room in the Historic Union County Courthouse, and staff are available to assist in the application process and provide technical advice. The Heritage Room is open Monday, Tuesday and Wednesday from 10:00 a.m. until 3:00 p.m. and Thursday afternoons from 1:00 until 4:00. The telephone number is (704) 289-6737. If you are considering exterior work, you should contact the Historic Preservation Commission to determine if you will need a Certificate of Appropriateness.

For administrative purposes, exterior work items are divided into three categories: normal maintenance, minor work, and major work.

NORMAL MAINTENANCE does not require a Certificate of Appropriateness, since no change is made to the appearance of the building. Included under normal maintenance are the following items:

- °Painting
- °Replacement of glass
- °Caulking and weatherstripping
- °Installation of window air conditioners, television antennas, and other "temporary" mechanical equipment
- °Minor landscaping, including vegetable and flower gardens, shrubbery, and side and rear yard trees
- °Pruning trees and shrubbery, and removal of trees less than 6 inches in diameter
- °Repairs to walks, patios, fences and driveways as long as replacement materials match the original
- °Replacement of small amounts of missing or deteriorated siding, trim, roof shingles, porch flooring, steps, etc., as long as replacement materials match the original. (For siding, roofing, and porch flooring, approximately 20 square feet or less shall be considered normal maintenance.)
- °Installation of storm windows and doors as long as trim color is white or matches house trim color, and storm door is "full view" type
- °Installation of gutters and downspouts as long as the color matches the house trim color, roof ventilators on rear slopes, and chimney caps
- °Temporary signs - real estate, political, etc.
- °Installation of house numbers, mailboxes, and porch light fixtures

MINOR WORK items require a Certificate of Appropriateness. However, minor work items can be approved by the Union County Historic Preservation staff if the work is consistent with the Architectural Guidelines. Included are various minor projects where the visual character of the structure is not changed. The following are specific items that are included in the MINOR WORK category.

- °Side and rear yard fences and walls
- °Landscaping projects including removal of trees in excess of six inches in diameter
- °New roof coverings
- °Installation of mechanical equipment
- °Foundation repairs including vents and access doors
- °Repointing and other masonry repairs
- °Exterior lighting fixtures
- °Small identification signs
- °Removal of asbestos or other artificial siding
- °Replacement of exterior stairs, landings and steps
- °Replacement of missing or deteriorated siding, trim, porch floors, etc. or architectural details when there is no change in design or materials from the original
- °Removal of deteriorated accessory buildings which are not original to the site

MAJOR WORK must be approved by the Union County Historic Preservation Commission. In general, these are items which involve a change in the appearance of a building or landscape and are more substantial in nature than minor work items. They include the following.

- °New construction or additions to buildings
- °Demolition of any part of a structure
- °Moving of structures
- °Advertising signs
- °New accessory buildings
- °Parking lots
- °Replacement of architectural details when there will be a change in design or materials from the original
- °Minor work items not approved by staff

DATE APPLICATION RECEIVED:



UNION COUNTY HISTORIC PRESERVATION COMMISSION
POST OFFICE BOX 282
MONROE, NORTH CAROLINA 28111

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

NAME OF PROPERTY: _____

LOCATION OF PROPERTY: _____

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

(Street or Box)

(City, State and Zip Code)

TELEPHONE NUMBER: Home _____ Business _____

1. Place an "X" in the blank beside the term(s) which most accurately denotes the activity for which you are applying for a Certificate of Appropriateness:

MATERIAL ALTERATION ___ RESTORATION ___ REMOVAL ___ DEMOLITION ___

2. In the space below, describe in detail the activity for which you are applying for a Certificate of Appropriateness. Attach to this Application whatever illustrative material (e.g. drawings, photographs, etc.) you believe will serve to clarify the nature of your intended activity. (Use additional sheets of paper, if necessary).

The Historic Properties Commission reserves the right to require additional information if the Commission believes your submission of such information is necessary to comprehend the nature of your intended activity. The Commission

uses the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings for purposes of determining the appropriateness or inappropriateness of material alteration, restoration, removal, or demolition of "historic property."

OWNER

DATE: _____

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior is responsible for establishing standards for all national preservation programs under Departmental authority and for advising Federal agencies on the preservation of historic properties listed or eligible for listing in the National Register of Historic Places.

The Standards for Rehabilitation, a section of the Secretary's Standards for Historic Preservation Projects, address the most prevalent preservation treatment today: rehabilitation. Rehabilitation is defined as the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

The Secretary of the Interior's Standards for Rehabilitation

The Standards that follow were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. **The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction.**

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Note: To be eligible for Federal tax incentives, a rehabilitation project must meet all ten Standards. The application of these Standards to rehabilitation projects is to be the same as under the previous version so that a project previously acceptable would continue to be acceptable under these Standards.

Certain treatments, if improperly applied, or certain materials by their physical properties, may cause or accelerate physical deterioration of historic buildings. Inappropriate physical treatments include, but are not limited to: improper repointing techniques; improper exterior masonry cleaning methods; or improper introduction of insulation where damage to historic fabric would result. In almost all situations, use of these materials and treatments will result in denial of certification. In addition, every effort should be made to ensure that the new materials and workmanship are compatible with the materials and workmanship of the historic property.

Guidelines to help property owners, developers, and Federal managers apply the Secretary of the Interior's Standards for Rehabilitation are available from the National Park Service, State Historic Preservation Offices, or from the Government Printing Office. For more information write: National Park Service, Preservation Assistance Division-424, P.O. Box 37127, Washington, D.C. 20013-7127.