

**Application for a Certificate of Appropriateness**  
**Louisburg Historic Preservation Commission**  
(Please prepare in BLACK INK ONLY)

Property owner name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Site Address: \_\_\_\_\_

List the address of all adjacent properties (including across the street) to the property:

_____	_____
_____	_____
_____	_____
_____	_____

I understand that all applications that require review by the Commission in order to issue a Certificate of Appropriateness must be submitted by 5:00 PM on the application deadline or be held over for consideration at the next Commission meeting. I agree to provide all information requested and understand that submitting an incomplete application may delay approval of my project.

\_\_\_\_\_  
Applicants Name

\_\_\_\_\_  
Applicants mailing address

\_\_\_\_\_  
(Date) (Phone number)

Office Use:		
_____	<input type="radio"/>	Commission Approval
Application Number		
_____	<input type="radio"/>	Minor Works
Date Received		
_____		_____
Planning Administrator	Date	Date

***Upon being signed and dated above by the Zoning Administrator or designee, this application becomes the Minor Works Certificate of Appropriateness.***

**Project Categories (check all that apply)**

- Exterior Alteration       Addition  
 New Construction       Demolition

Provide a brief description of the activity proposed to be undertaken on the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supporting Information:**

Attach 8 1/2" x 11" sheets with detailed written descriptions, drawings, photographs, manufacturer spec sheets, and any other graphic information necessary to thoroughly describe the project. Use the checklist below to assure completeness of the application. Sample applications which meet all of these requirements are available from the Town office for your review.

- **Written Description** – Describe clearly and in detail the nature of the project including exact dimensions for materials to be used.
- **Plot Plan** – A plot plan showing the exact scale, relationship and proximity of buildings, additions, sidewalks, drives, trees, property lines, etc. must be provided if your project includes any addition and/or demolition. **Plot plans must be drawn to scale and represent the exact measurement of proposed and existing structures as well as major property features and the distances between them.** The length, width, depth, and/or height of these features should be described in feet and inches. Use of a property survey is recommended.
- **Description of Materials** (provide samples if possible)
- **Photographs** of existing conditions
- **Measured drawings** showing the proposed work:
  - Plan drawings
  - For additions or new construction, provide elevation drawings showing new façades
  - Dimensions to be shown on all drawings
  - Angle of roof pitch should be included

**Black Ink** – Your application and all supporting material/documents must be prepared in black ink on 8 1/2”x11” sheets so that it can be photocopied for Commission review purposes. Applications completed in any other format may not be copied legibly and therefore will not be accepted.