



PLANNING AND DEVELOPMENT DEPARTMENT
CITY OF HIGH POINT
CERTIFICATE OF APPROPRIATENESS and/or
MINOR WORK APPLICATION

COA _____ MW _____ DATE RECEIVED _____ BY _____ CASE # _____

A Pre-Application meeting, while not required, is suggested prior to filing this application.
Call 336-883-3328

A. NAME OF LOCAL HISTORIC DISTRICT _____

B. ADDRESS OF SUBJECT PROPERTY _____

C. APPLICANT / OWNER / REPRESENTATIVE INFORMATION

1. Applicant:

Name and Address: _____
Street Address, City, State, Zip Code

Telephone number: (w) _____ (cell) _____ Email: _____

2. Property Owner: (if different from applicant):

Name and Address: _____
Street Address, City, State, Zip Code

Telephone number: (w) _____ (cell) _____ Email: _____

[] If there are additional property owners, check here and attach their names, addresses and telephone numbers.

3. Representative: If an attorney, architect, engineer or realtor will represent the applicant and/or property owner, please list:

Name and Address: _____
Street Address, City, State, Zip Code

Telephone number: (w) _____ (cell) _____ Email: _____

D. PROPERTY INFORMATION

1. Parcel ID Number: _____ 2. Approx. Street Frontage (ft): _____ 3. Approx. Lot Depth (ft): _____

3. List all existing structures on the property: (i.e. two-story house, detached one car garage, storage shed, etc.)

E. EXTERIOR STRUCTURAL ALTERATIONS OR REPAIRS (Describe clearly and in detail all the work to be done. You can attach photographs, material specifications, color palettes or other information.)

F. MAJOR LANDSCAPING CHANGES, TREE REMOVAL, SIDEWALK/DRIVEWAY REPLACEMENT etc. *(List any non-structural changes to the property.)*

G. NEW CONSTRUCTION *(Room addition, dormer, new porch or deck, new garage, etc.)*

H. DEMOLITION OF AN EXISTING STRUCTURE

I. RELOCATION OF STRUCTURE

J. SIGNATURES

When the applicant is someone other than the current property owner(s), the signatures of both the current property owner(s) and the applicant must be provided unless a power of attorney authorization is in effect. If a power of attorney is in effect, a properly executed copy is required to be submitted with this application.

Please be advised that the issuance of a Certificate of Appropriateness, or approval of Minor Work, does not excuse the applicant and/or property owner from obtaining all building, trade or other permits as required by law prior to beginning work.

Property Owner(s) Signature *(Attached additional sheets if needed)*

 (Owner Print Name)

 (Owner Signature)

 (Date)