CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION PACKAGE

Step 1: Initiate COA application process
Print and complete this form independently OR schedule a 15-minute appointment with Cheryl Hart, Oxford City Planner, to obtain COA application and to review application requirements for submission.

Step 2: Prepare Application Package
Read the Design Guidelines to ensure your project adheres to the guidelines. Fill out the COA application form and prepare necessary application materials based on the requirements specified on the COA application and the COA application checklist.

Step 3: Submit Application Package
Send completed package to Cheryl Hart *at cheryl_hart@oxfordnc.org OR* schedule a second 15-minute appointment with the City Planner to submit application and supporting documentation. Supply the city with **one original and seven copies of all application materials** at least 7 **calendar days** prior to the next scheduled commission meeting. There is no fee for the filing of the application.

Step 4: Receive City Planner Comments
The City Planner will review the application package and provide comments if needed. The applicant is encouraged to work with the Planner to address any issues identified, i.e., missing information or obvious deviations from the Guidelines. Once the Planner determines the application is complete, the application will be placed on the next available Historic Preservation Commission meeting agenda. Incomplete submissions will not be processed.

Step 5: Attend the Historic Preservation Commission Meeting
The applicant (or an approved designee) is required to attend the Historic Preservation Commission meeting to present the project and answer questions. The commission may approve, approve with conditions or deny a COA. If more research is needed, the COA application may be tabled for 2 weeks, pending research. **Please note that the project may also require a separate building permit prior to any work commencing. Also note, a COA is valid for 180 days. If construction has not commenced within 180 days, the application process must be renewed.**

REQUIRED GENERAL INFORMATION

Applicant Name	
Property Address	
Telephone	
e-mail	
Description of project	Check all that apply ☐ Exterior alteration on existing structure(s). ☐ Construction of a new structure. ☐ Addition to an existing structure. ☐ Alteration or new construction relative to yard area. ☐ Demolition of an existing structure.

List and describe elements of proposed project (Note: supplemental photos and comprehensive sketches with dimension are also required as noted on the COA checklist)	**Current Materials**	**Proposed Materials**
Build new freestanding garage to replace original garage demolished by storm. (example)	-(gray) wood siding -(black) Asphalt shingles	-(white) wood siding -(black) tin roof -wooden carriage house doors
Replace rotting cupola on roof of house (example)	(white) painted wood	(white) painted composite

I certify that the information provided above is true and accurate to the best of my knowledge.

_____ Date: _____

Step 6: Notify the Planning Director when your project is completed.

Send an e-mail to Cheryl Hart at *cheryl_hart@oxfordnc.org to make her aware that ALL of the above named projects have been completed. Note: All projects completed within two (2) years of the COA are eligible for consideration for the Oxford HPC Stewardship Award. The winner is announced at the Oxford Board of Commissioner's meeting each May wherein the winner receives a certificate and bronze plaque.*