

**Oxford Historic Preservation Commission**  
**COA Check List**

✓	Info Needed [If not applicable to your project, write NA in left column]
	Property details — include current photos of property, especially relevant views Photos can be e-mailed to <a href="mailto:cheryl_hart@oxfordnc.org">cheryl_hart@oxfordnc.org</a> if you prefer.
	Complete COA application form [If you are hand delivering your package, 7 copies are needed.]
	Do you anticipate that your renovation project(s) in a 24-month period will cost \$10,000 or more? If yes, contact the N.C. Historic Preservation office about possible tax credits. <a href="http://www.hpo.ncdcr.gov/">http://www.hpo.ncdcr.gov/</a> Tim Simmons ( <a href="mailto:tim.simmons@ncdcr.gov">tim.simmons@ncdcr.gov</a> ), 919-807-6585, or David Christenbury ( <a href="mailto:david.christenbury@ncdcr.gov">david.christenbury@ncdcr.gov</a> ), 919-807-6574. If your proposed project qualifies, submit details as to how you were advised to proceed with your project? Write DNQ in left column if your project did not qualify for tax credits.
	Comprehensive sketch includes <ul style="list-style-type: none"> <li>• dimensions of <u>existing</u> structure(s) at issue</li> <li>• dimensions of proposed changes and/or dimensions of <u>new</u> structure</li> <li>• setback and placement on lot (with dimensions)</li> </ul>
	COA application specifies materials to be used, i.e., wood clapboard, brick foundation, iron fence. Brass porch lights, granite stoop, fiber cement siding, composite column, etc.
	Are you changing the color of your house? If yes, samples of paint colors are included
	Are you changing or eliminating any architectural details (i.e., columns, chimneys, shutters, trims, etc). If yes, information/photos about these plans are included.
	Are you changing your roofline or roofing material? If so, roofing material info or sample is included. A Blueprint is included to depict roofline changes.
	Are you changing any aspect of the windows and/or doors? If yes, bring documentation to support the reasoning and info about the products you intend to use.
	Are you changing any aspect of the form and proportion of the structure? i.e., porch removal, adding dormers, constructing an addition, etc. If yes, submit documentation to support your reasoning for removal of house elements and/or a comprehensive sketch (blueprint) of the proposed changes.
	Are you changing appurtenant fixtures, i.e., exterior lighting, fencing, signage, exterior walls, etc.? If yes, submit info about your proposed changes.
	Do you have structural issues to resolve? If yes, submit documentation to explain the issue and info about your proposed changes. If you plan to demolish your structure, a substantial explanation must be included.
	Will your proposed changes require the removal of mature trees? If yes, please submit documentation to explain why this is unavoidable.

I have read the Oxford Historic Preservation Design Guidelines and believe my project proposal meets the defined standards.

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Property Owner Signature