

Certificate of Appropriateness  
**Application Procedure**

**MAJOR WORK  
HISTORIC DISTRICT**

1. Application form must be completed, signed and dated before submitting to the Zoning Administrator or designee for review.
2. Fee for Certificate of Appropriateness - \$50.00
3. Submission Deadline – (2 weeks prior to a meeting)
4. Applicant may request an informal review of the project.
5. Submit sketches, drawings, photos, specifications, descriptions, samples and “other information” of sufficient detail to clearly show the proposed exterior alterations, additions, changes or new construction (**NOTE: Applicant needs to know that all exhibits are retained as part of the permanent records**)
6. Name and contact information of the Property Owner if different from applicant
7. Town staff sends written notice to all property owners within 100 feet of the subject property by first class mail, mailed no later than 10 days before the Commission
8. The Public Hearing will be advertised according to state law by Legal notification; two publications prior to the hearing. (**Legal Notification**)
9. The Commission will decide upon the Certificate of Appropriateness. The decision will be based upon evidence presented at the meeting. The Commission shall find that the proposed project meets the requirements of the Town Ordinance Section 4.7.4.10 & 4.7.4.11 Criteria to Determine Appropriateness and the Secretary of the Interior’s Standards.
10. The Historic Preservation Commission’s final action on an application for a C of A shall be confirmed by the passage of a motion to:
  - a) Approve the application for a Certificate of Appropriateness as proposed; or
  - b) Approve the application for a Certificate of Appropriateness subject to specific conditions and/or modifications of the proposal presented in the application and those conditions shall be listed here;  
or
  - c) Denial of the application for a Certificate of Appropriateness as proposed or modified.
11. Applications for C of A’s shall be acted upon within 90 days after filing, otherwise the application shall be deemed approved and a certificate shall be issued.

**NOTE: HISTORIC DISTRICT GUIDELINES MANUAL AVAILABLE ONLINE  
WWW.TOWNOFBLACKMOUNTAIN.ORG**