

## JHPC Certificate of Appropriateness Application

JHPC Administration:     City of Brevard/ETJ                       Rosman                       Transylvania County

Date: \_\_\_\_\_ Certificate Number: \_\_\_\_\_ Received by: \_\_\_\_\_

Minor Work Fee of \$ 50.00 Collected                       Major Work Fee of \$125.00 Collected

Property P.I.N.: \_\_\_\_\_ recorded in Book \_\_\_\_\_, Page \_\_\_\_\_, Registry of Transylvania County

In accordance with the Transylvania County Historic Preservation Commission Ordinance, a Certificate is hereby granted to: \_\_\_\_\_

The activities will be conducted on property located at: \_\_\_\_\_

Certificate issued for the following activities only:

- |  |                                      |  |
|--|--------------------------------------|--|
| <input type="checkbox"/> new construction        | <input type="checkbox"/> relocation  | <input type="checkbox"/> sign                  |
| <input type="checkbox"/> building addition       | <input type="checkbox"/> demolition  | <input type="checkbox"/> landscaping           |
| <input type="checkbox"/> building rehabilitation | <input type="checkbox"/> maintenance | <input type="checkbox"/> other (specify) _____ |

**Detailed Project Description** (attach separate sheet if needed):

Attach supporting materials as follows:

### **Materials Required for New Construction**

*New construction projects require a Preliminary Review by the JHPC prior to Final Review for the Certificate of Appropriateness.*

- Construction Drawings** – detailed and dimensioned, including the floor plan. A sketch plan is acceptable for the Preliminary Review Stage. (submit 1 hard and 1 electronic copy)
  
- Site plan** – must show property lines and adjacent structures if your project is an addition, deck, fence or wall, driveway or other site alterations to scale. (submit 1 hard and 1 electronic copy)
  
- Samples of exterior materials** – samples must be submitted with documentation and manufacturer’s specifications and warranties for the proposed materials. Also submit samples of proposed colors, if known.

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### **Planning and Community Development**

Mark Burrows, Director  
Joy Fields, Planner  
Kalen Lawson, Program Assistant



98 East Morgan Street  
Brevard, NC 28712  
828.884.3205  
Planning.TransylvaniaCounty.org

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## Materials Required for Major Work

- Photographs** (submit 1 hard and 1 electronic copy)
  - The front of the building, including the roofline (even if the work is to be done on the back of the building)
  - All other sides of the building [structure, lot], including the rooflines
  - The area where the work is to be performed
  - If windows and/or doors are to be replaced, a close-up shot of existing windows and doors
  - Streetscapes and the surrounding buildings in context with the project
- Architectural drawings** – detailed and dimensioned drawings showing both the existing elevation and the proposed changes to the building, structure or site. Drawings must be to scale, with sufficient clarity and detail to show the character of the proposed work. Each elevation that will be affected must be shown. (submit 1 hard and 1 electronic copy)
- Floor plan** – drawing should be to scale and show the proposed floor plan for the project. (submit 1 hard and 1 electronic copy)
- Site plan** – must show property lines and adjacent structures if your project is an addition, deck, fence or wall, driveway or other site alterations to scale. (submit 1 hard and 1 electronic copy)
- Samples of exterior materials** – samples must be submitted with documentation and manufacturer’s specifications and warranties for the proposed materials. Also submit samples of proposed colors, if known.

### Applicant acknowledgment:

I the undersigned confirm that the above is true and that I understand the applicable design guidelines.

*Applications are to be submitted three weeks prior to JHPC meetings which are the second Tuesday of every month.*

\_\_\_\_\_  
(type or print applicant name)

\_\_\_\_\_  
(type or print agent name)

\_\_\_\_\_  
(applicant signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(agent signature)

\_\_\_\_\_  
(date)

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(mailing address)

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(mailing address)

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(city, state, zip)

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(e-mail address)

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(phone)

\_\_\_\_\_  
(e-mail address)

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(phone)

COA Issued this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(JHPC Administrator for Transylvania County)

Major Work Preliminary Review Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Major Work Initial Inspection Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Major Work Final Inspection Date: \_\_\_\_\_

Inspector: \_\_\_\_\_