

# Appendix F: COMMISSION FORMS

City of Concord, North Carolina

## *Application for a Certificate of Appropriateness*

*(Type or print in black ink)*

1. Applicant: \_\_\_\_\_
2. Applicant's address *(include state and ZIP)*: \_\_\_\_\_
3. Applicant's telephone: *Home*: \_\_\_\_\_ *Work*: \_\_\_\_\_
4. Location of subject property:
  - (a) Street address: \_\_\_\_\_
  - (b) Cabarrus County P.I.N. #: \_\_\_\_\_
5. Name and address of owner *(if different from applicant)*: \_\_\_\_\_
6. Legal relationship of applicant to property owner: \_\_\_\_\_
7. Area of subject property *(acres or square feet)*: \_\_\_\_\_
8. Current zoning classification: \_\_\_\_\_ Existing land use: \_\_\_\_\_

### General Requirements

The Zoning Ordinance imposes the following general requirements on requests for Certificates of Appropriateness. The applicant must, with reference to the attached plans, demonstrate how the proposed use satisfies these requirements:

1. Description of project (work): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Specifications of project (work): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Required Attachments/Submittals

1. Typed metes and bounds description of the subject property. A property deed is sufficient, provided the deed describes only the subject property.
2. Cabarrus County Land Records print-out of names and addresses of all immediately adjacent property owners, including any directly across a street.
3. Scaled site plan, if additions or accessory structures are proposed, on letter, legal, or ledger paper. Larger sized copies will be accepted if **15 folded copies** are submitted for distribution.
4. Any drawings, sketches, renderings, elevations, or photographs necessary to present a reasonable illustration of the project from both a "before" and "after" perspective.

### Certification

*I hereby depose and say that the information contained herein and herewith is true and that this application shall not be scheduled for official consideration until all of the required contents are submitted in proper form to the Planning Department.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Agent

### Staff Use Only:

Fee: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

*The application fee is nonrefundable.*

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*Note: In accordance with the Historic Districts Handbook, the Design Review Committee is responsible for the review of the more complex projects. The Committee meets either at the request of the Commission Chairperson or the property owner. The Committee meets on-site with the property owner to review the project, usually prior to the monthly meeting. On occasion, the Commission will continue an item until the next scheduled meeting if the Commission feels that there is insufficient information to vote on an application and will refer the case to the Design Review Committee.*

**Staff Use Only:**

1. Scheduled for Historic Preservation Commission consideration:  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

2. Date advertised, written notice(s) sent, and property posted: \_\_\_\_\_

3. **Record of decision:** Motion to:  Approve  Deny

	Yea	Nay
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

4. Historic Preservation Commission recommendation:  Approved  Denied  
 If denied, was an appeal filed? \_\_\_\_\_

5. Applicant notified of Commission action: \_\_\_\_\_

6. Comments: *(See minutes for details.)* \_\_\_\_\_  
 \_\_\_\_\_

*Section 1115 of the City of Concord Zoning Ordinance states: The discontinuance of work or the lack of progress toward achieving compliance with a Certificate of Appropriateness for a period of six months shall be considered as a failure to comply with a Certificate of Appropriateness.*

**NOT FOR OFFICIAL USE**

City of Concord, North Carolina  
**Appeals Application**  
**from Historic Preservation Commission**  
**to Planning and Zoning Commission**  
*(Type or print in black ink)*

1. Appellant: \_\_\_\_\_
2. Appellant's address: \_\_\_\_\_
3. Appellant's telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_
4. Location of subject property:
  - (a) Street address: \_\_\_\_\_
  - (b) Cabarrus County P.I.N. #: \_\_\_\_\_
5. Name and address of owner (if different from appellant): \_\_\_\_\_
6. Current zoning classification: \_\_\_\_\_
7. Date of filing: \_\_\_\_\_

**Appeal**

8. I (we) allege that the \_\_\_\_\_ did err by  granting  denying  
An application for a Certificate of Appropriateness affecting the above premises.
9. The Historic Preservation Commission's decision and reason(s) were:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. I (we) contend that the Commission erred in that:
  - (a) there were errors in the law \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - (b) proper Ordinance and General Statutes procedures were not followed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - (c) due process rights were not secured \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Staff Use Only:</b>		
Fee: _____	Received by: _____	Date: _____

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(d) there was no competent material and substantial evidence to support the decision

\_\_\_\_\_  
 \_\_\_\_\_

(e) the decision was arbitrary and capricious \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

11. Scheduled speakers: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Certification**

*I (we) hereby dispose and say that the information contained herein and herewith is true.*

Signature of Appellant(s):

Date:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Staff Use Only:**

1. Scheduled for Planning and Zoning Commission (Board of Adjustment) consideration:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

2. Date advertised, written notice(s) sent, and property posted: \_\_\_\_\_

3. **Record of decision:** Motion to:  Approve  Deny

**Yea Nay**

_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

4. Historic Preservation Commission decision is:  Reversed  Referred Back  Affirmed

5. The Historic Preservation Commission is directed to re-examine the case.

6. Findings of fact: See minutes for details.

7. Appellant notified of Planning and Zoning Commission action: \_\_\_\_\_

**NOT FOR OFFICIAL USE**

# CERTIFICATE OF APPROPRIATENESS

*HAS BEEN ISSUED*

DATE \_\_\_\_\_ APPLICANT \_\_\_\_\_

LOCATION \_\_\_\_\_

PROJECT DESCRIPTION \_\_\_\_\_

APPROVAL: \_\_\_\_\_

NOTICE: THIS MUST BE POSTED AT THE BUILDING SITE.

*Historic Preservation Commission  
City of Concord*

**EXPIRES AFTER  
(6) SIX MONTHS!**

*P.O. Box 308  
Concord, NC 28025*

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