



INSTRUCTIONS FOR FILING AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

This is a guide for preparing your plans and submitting an application to the New Bern Historic Preservation Commission for a Certificate of Appropriateness. A guide to “What to expect....”

You should obtain a copy of the “Historic District Guidelines” to understand the guidelines and standards applicable to projects in the Historic Districts, and how the age of the structure and the type of proposed change, among other factors, may affect your plans. It is available online at www.newbern-nc.org/departments/development/historic-preservation/historic-preservation-guidelines/ or at the Development Services Office.

These Instructions first describe the process, and what you should expect at each step, and then specific information needed for a successful submission. It is suggested you use these Instructions as a “checklist” in completing your application. You need NOT submit this Instruction checklist.

APPLICABILITY

Downtown New Bern Historic District and Riverside Historic District

Approval to change the appearance of a building or site within the Districts requires the issuance of a Certificate of Appropriateness (COA) by the Historic Preservation Commission (HPC) or its Administrator.

Upon consideration of any exterior work, contact the City of New Bern Development Services Department, to determine if a COA is required. Applications for a COA may be obtained from the Planning Division between 8:00 a.m. and 5:00 p.m., Monday through Friday. The office is located at 303 1st Street, near Pollock St. and First St. Staff is available to provide technical assistance with the application process. There is a fee associated with filing for a COA, please contact the Planning Division for the current fee schedule.

Pre-Application Review & Design Review

Property owners contemplating projects in the historic districts are encouraged to take advantage of free technical advice, design assistance, and color consultations (if desired) by the HPC or the HPC Administrator prior to the submission of a COA application. These pre-reviews can include meeting with the Administrator as well as site visits by Commission and should occur early in the planning stages for larger projects. Pre-review can prevent unnecessary delays in the process. Informal meetings to become familiar with the HPC’s “Historic District Guidelines” may be arranged by contacting the Commission Administrator at Development Services.

The Administrator can also determine if a Design Review meeting is suggested or, in some cases, required for an application. Design Reviews are typically held during the HPC’s regularly scheduled work sessions on the first Wednesday of the month, and are open to the public.

Information & Materials Typically Suggested for Design Review

In cases where an applicant intends to have an application heard at the next upcoming regular meeting the **completed application and filing fee, at a minimum, are required to be submitted the day of design review.** For applicants in the planning stages of a project simply needing advice from Commission at a design review nothing is required. However, in all cases it is strongly recommended that the applicant bring supplemental materials to assist in the design review process. These may include, but are not limited to:

- A site plan with North arrow showing street names, all existing structures on the lot, including the primary structure and accessory buildings; all property lines; and major landscaping features such as fences or walls, ponds, or large trees which impact planning.
- Pertinent dimensions of the proposed project (height, depth, width of buildings and site).
- Current photos of the main building from the front and side, showing the area where proposed construction will occur, including any affected accessory structures.
- Preliminary drawings indicating desired changes.
- Historic photos of the property in the case of restoration projects.
- Additional information which may be requested by the Administrator or HPC.

Submitting the Application (For review and approval/denial at Regular Meetings)

When submitting an application, certain information is essential and must be included on your application form and shown on your plans in order to be considered for approval at a regular meeting. Please submit the application and the drawings with all of the required information outlined in the checklist(s) on the following pages. **The Historic Preservation Commission will make all determinations as to whether the application is complete.**

The City will notify adjacent property owners within one hundred feet of the perimeter of the subject property.

Information necessary for completing the application is listed in the checklists. You need only submit the items required by the scope of your project. For example, roof changes or door changes may only require a few items. A new home or building will require much more. Following your application submission, the HPC Administrator will contact you for any needed additional information. Once notices have been mailed to adjacent properties, the opportunity to submit new information is restricted and can only be approved by Commission during its regular, formal meeting.

Application Review

Once the COA Application has been completed by the applicant, it, along with all supporting materials and fees, must be returned to the Development Services Department at least fourteen (14) calendar days prior to the HPC's regularly scheduled meeting (generally the day of Design Review) in order to be placed on the agenda. It will be reviewed by Development Services Staff for compliance with all applicable ordinances and codes. Applicants should note that additional building, zoning and other permits may be required in order to undertake the proposed activity. These shall be obtained following CoA application approval and issuance of a certificate of appropriateness by HPC.

Notification of the meeting date and time will be sent to the applicant and adjacent property owners by mail. Attendance at the meeting by the applicant or designated representative is required since questions or concerns regarding the proposed project often arise. Any resident of the community is also welcome to attend the meeting, or to review the application in the Development Services office prior to the HPC hearing. The HPC must issue or deny a COA within 180 days from the submission of a completed application, except when that time limit has been extended with the agreement of the applicant. However, most applications are decided at the initial meeting, followed by formal mailed notice of the decision and notice to the applicant of the right of parties with standing to appeal the HPC decision within thirty (30) days.

Scope of Changes

New Bern's historic guidelines are only applicable to exterior changes to properties in the historic districts. Exterior changes are divided into four categories:

Normal maintenance and repair constitutes work that does not involve a change in material or design of a structure's exterior architectural features, or landscaping that does not significantly change a property's current appearance from the street.

Replacement-in-kind means repairing an existing feature or replacing a feature using the exact same material, size, scale, and detail. Replacement-in-kind only applies to existing architectural features that have deteriorated beyond repair. This does not mean removing or replacing an original architectural feature, such as doors or windows, out of convenience. **It is the responsibility of the property owner to contact Development Services before proceeding with replacement-in-kind work.**

Minor work constitutes alterations to a structure or site that do not significantly impact a property and are consistent with the New Bern Historic Guidelines. A list of minor works is available on the Development Services/HPC website. The HPC administrator may issue a COA for minor work items. The HPC administrator, at her/his discretion, may at any time forward minor work items to the HPC for formal review. **A property owner is required to contact the HPC administrator to determine if a change is a minor work before beginning any work.**

Major work constitutes exterior alterations to a structure or site that are not minor works, and include new construction or demolition. **All major works must be approved by the HPC and receive a COA.** The COA process is described in the guidelines and in the HPC Rules of Procedure. Refer to the appropriate sections in the historic guidelines for details on allowable exterior changes, and contact the HPC administrator for technical assistance.

For Minor and Major Works, please continue to the following pages.

The size, scope, and complexity of your project will affect the amount of information you may need to supply to the Commission. The following checklist, as much as practical, starts with the items appropriate for more modest changes and progresses through those items needed for more complex projects. You should only provide information appropriate to your request.

All items to be included as part of a CoA Application may be mailed or delivered in-person to the HPC Administrator at 303 1st St. Items totaling less than 10MB in message size may be submitted by email to HPCadmin@newbern-nc.org.

Completion of the following checklist items applicable to your project will assist you in preparing Part II and Part III of your Application. The "Historic District Guidelines" should be consulted to determine appropriate guidelines for materials, finishes, design attributes, design components, and maintenance.

CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS

(You do not need to submit this checklist with your application.)

1. **Age of Property:** *Age will determine the applicability of some Guidelines. The HPC Administrator can assist with a determination. For properties of questionable age verifiable historical records are helpful.*
 - 50 years old or older.** This is a “Contributing Structure”, a “Historic Building”.
 - Less than 50 years old.** This is a “Non-Contributing Structure” (unless a particular building may possess exceptional historic or architectural merit).

2. **Photographs of the area of proposed change(s):** *Depict appropriate elevations (North, South, East, and West). These may be digital and emailed to staff or included in the application.*
 - Photographs attached to application.
 - Digital Photos submitted to staff electronically. (HPCadmin@newbern-nc.org)

3. **Appearance Changes or Details of Modifications/Additions/Infill Construction**

ROOFS –

 - For construction or roof alterations and additions, include scaled roof plan, roof configuration (e.g., hipped or gabled), dimensions, and roof slope/pitch. For major alterations or replacement of a contributing structure roof, plan must show above information for both existing and proposed roof.
 - Include a manufacturer’s cut sheet or a material sample for new roof or roof addition.
 - For existing or proposed flat roofs, elevations should show roof height with a dashed line, as well as parapet wall height. No material sample is required.
 - Label existing and proposed roofing materials, including color, finish, and material (e.g., composition, 3-tab dimensional, composition shingle, tile, wood, standing seam, standing seam distance on center).

WINDOWS AND DOORS –

 - Include a window schedule for new windows, window alterations, and replacements. The schedule should list each window, be keyed to elevation drawings, and specify window materials, size, type (e.g., dual pane, single pane), layout (e.g., 2 over 2, 6 over 6, etc.), method of operation (e.g., double hung, casement, etc.), trim surround detail, finishes, and divider muntins or grill detail. Storm window requests should show style, material, and color. Interior storm windows are preferred.
 - For new window openings on an existing structure, include a scaled profile drawing showing where the windows will be installed and any recess or protrusion from the exterior wall. Include trim surround detail information. (See, particularly, Section 4.3 for new openings.)
 - For new or replacement doors, include a door schedule listing each door, keyed to elevation drawings. Specify materials, size, style, method of operation (e.g., French door, etc.), finishes, and a manufacturer’s cut sheet, shop drawing, or photograph of the proposed door.

EXTERIOR WALLS –

 - For all frame construction, specify size of framing (e.g., 2 x 6 construction).
 - Delineate any proposed changes to wall surfaces or finishes on elevation drawings.
 - For all siding, specify siding type (e.g., wood clapboard, cedar shake, HardiePlank®), dimensions, other materials including trim boards, whether siding will be installed vertically or horizontally, and finish (e.g., painted or stained). Provide a manufacturer’s sample or cut sheet.
 - For stucco finishes, please indicate finish type (e.g., sand finish).
 - For restoration or reconstruction work on contributing/historic structures (e.g., porches, columns, brackets, decorative cornices, etc.) include documentation of the original design and detail methods and specifications for completing the work.
 - For cleaning or masonry re-pointing work, include detailed information regarding the methods to be employed.

PORCHES/EXTERIOR ENTRANCES/DECORATIVE ELEMENTS/LIGHTING –

- For porches and entrances, clearly identify the size, shape, materials, finish (e.g., painted or stained), and dimensions for any columns, railings, and balustrades. Include balustrade spacing information. Refer to ROOFS Guidelines, as well, for new porch roofs.
- For awnings, patio covers, or carports, specify finish and submit a material sample or manufacturer's cut sheet for the selected product.
- When attaching new awnings, include a cross-section drawing indicating the method of attachment to the building and the location of the attachment.
- Provide location, mounting detail, and manufacturer's cut sheet for any proposed exterior lighting fixtures, as well as photographs of existing fixtures.

FENCES, GARDEN WALLS, UTILITIES, LANDSCAPING, HARDSCAPING, AND SITE FEATURES –

- For new or modified fences or walls, include design shapes, materials, finish, height, and location on the site. If matching existing features, include photographs of the existing fence or garden wall.
- For Landscaping projects, provide a design plat and list of permanent plantings.
- For new and modified driveways, sidewalks, walkways, patios, and parking areas specify materials, location on a site plan, brick pattern (if appropriate), and border material and design.
- For infill structures, and all projects involving multi-family housing, institutional and commercial applications, include: air conditioning units, mechanical systems, electric meters, fire hydrants, dumpsters, retention basins, and ramps. These projects may also have additional requirements for specific permits and zoning reviews which will be addressed by Planning and Inspections.

4. For Additions and Infill: Review all Design Guidelines. Include any relevant information required above.**SITE PLAN DRAWN TO SCALE, to include:**

- North arrow and the scale used in the drawings.
- Lot dimensions and lot coverage % (the total structural coverage of all roofed areas divided by the surface area of the entire lot, and rear yard coverage % if changing).
- Current square footage of existing structures and of new additions or new construction.
- Location of existing and proposed property lines, streets, sidewalks, walkways, alleys, driveways, fences, walls, hardscape improvements, and parking areas.
- Setback measurements of all existing structures, proposed additions, areas of alteration, and new construction. This should include any pools, pool houses, carports, porches, patio covers, accessory buildings, garages, and landscaping features which impact site planning. Show mature trees. Indicate distance(s) between existing and proposed construction (eave to eave).

ELEVATIONS AND PLANS (minimum 8.5 x 11 size):

- Dimensioned and correctly scaled elevation drawings of all facades for each building affected by the project, including existing and new construction additions. Clearly delineate existing and proposed construction on each drawing. Label drawings North, South, East, and West elevation as appropriate.
- Dimensioned and correctly scaled floor plans for new construction and additions. Include contiguous portions of existing buildings for new attached additions.
- All areas where exterior demolition work will occur must be clearly noted on the elevation drawings. Include any expansion of windows or doors, wall demolition, accessory structure demolition, etc.
- Location and size of all existing and proposed windows, exterior doors, archway openings, or other openings in exterior walls. Identify changes to windows or doors as well as windows or doors which will remain intact.
- Label building materials and finishes on existing surfaces as well as materials and finishes proposed for new surfaces (e.g., clapboard, HardiePlank®, stucco, brick, etc.)

- Indicate height at the ridgeline(s) from grade for all existing and proposed structures or additions.
- Indicate first floor height from grade for existing structures, additions and new construction.

5. For Infill: *In addition to the items listed above, please provide the following for all new detached structures.*

- Height or a best estimate of height, at the ridgeline of a minimum of three (3) similar properties on adjacent lots. Include nearest house on each side.
- Front setback of at least three (3) similar properties on adjacent lots. Include nearest house on each side.
- Photographs of the lot where the construction is proposed, and the nearest adjoining structures on the same side of the street.
- First floor height from grade of a minimum of three (3) similar properties on adjacent lots. Include nearest house on each side.
- If requested by the Administrator, elevation photographs of adjacent properties within the block, same side of the street and opposite, to establish a baseline for existing forms, rhythm, and proportions for evaluation and consideration of a proposal's harmony with existing fabric.

6. Demolition Applications, Only:

- We suggest making an appointment to review any demolition project with the HPC Administrator in advance of completing and submitting your application. Demolition applications are infrequent, and discouraged, and the Guidelines and Ordinances regarding demolition are specific. You will need to provide information beyond the scope of these limited instructions.

7. Relocation of a Building, Only:

- Again in this case, we suggest making an appointment with the HPC Administrator in advance of completing and submitting your application. Relocation requests are infrequent, with specific Guidelines and requirements, and you will need to provide information beyond the scope of these limited instructions.

8. SIGNAGE – see “ Land and Community Development Administrator” for sign application

Questions?

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 Work:(252)639-7583
 Fax: (252)636-2146