



MINOR WORKS

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION PACKAGE

Step 1: Initiate COA application process

Print and complete this form independently OR schedule a 15-minute appointment with the Town Clerk to obtain COA application and to review application requirements for submission.

Step 2: Prepare Application Package

Read the Design Standards to ensure your project adheres to the Standards. Fill out the COA application form and prepare necessary application materials based on the requirements specified on the COA Application and the COA Application Checklist. There is no fee for the filing of the application.

Step 3: Submit Application Package

Send completed package to the Town Clerk at cameronnc@townofcameron.com OR schedule a second 15-minute appointment to work with the Town Clerk to submit application and supporting documentation.

Step 4: Notify the Town Clerk when your project is completed. Send an email to the Town Clerk at cameronnc@townofcameron.com to inform staff that ALL of the above-named projects have been completed.

Please note that the project may also require separate building permits from the Moore County Planning & Inspections Department. Also note, a COA is valid for 180 days. If construction has not commenced within 180 days, the application process must be renewed.

REQUIRED GENERAL INFORMATION

Applicant Name	
Property Address	
Telephone	
E-mail	
Description of project (Check all that apply)	<p>Doors</p> <p><input type="checkbox"/> Replace any exterior doors in-kind with matching materials and glazing</p> <p><input type="checkbox"/> Install storm doors with painted or baked enamel finish that match or complement the structure</p> <p>Foundation Work</p> <p><input type="checkbox"/> Installing foundation vents/doors not seen from right-of-way</p> <p><input type="checkbox"/> Repair more than 20 sq. ft. of exterior foundation walls with in-kind materials.</p>

HVAC

- Install HVAC unit(s) not visible from public right-of-way

Landscaping (Hardscape)

- Modification to the street or sidewalk w/ no changes to the streetscape appearance.

Masonry

- Repairing more than 20 sq. ft. of masonry with in-kind materials

Porch

- Repairing more than 20 sq. ft. of porch flooring, ceiling, or roofing with in-kind materials.

Roof

- Repairing more than 20 sq. ft. of roofing with matching, in-kind materials.
- Installing soffit vents, roof vents and gable end vents.

Signs

- Installing historical markers

Utilities

- Installing new utilities or equipment that the HPC determines are not visible from the street
- Installing new equipment where proper screening is introduced and there will be no impact to the visual appearance of the property.

Walls (Exterior)

- Repairing more than 20 sq. ft. of siding with matching, in-kind materials
- Removing artificial siding when the original siding will be retained

Wood

- Repairing more than 20 sq. ft. of siding, trim or wood features with matching, in-kind materials.

Windows

- Installing window awnings
- Installing wooden storm windows or storm windows with a painted or baked enamel finish that match or complement the building.
- Installing historically appropriate, missing shutters.
- Installing congruous window awnings

ADA Access

- Installing temporary handicap access structures

Resubmitting Previously Approved COA

- No changes or additions made to the original COA.

PLEASE COMPLETE NEXT PAGE

MINOR WORKS CERTIFICATE OF APPROPRIATENESS		Application No. _____
Based upon the information provided in the attached application package this Certificate of Appropriateness for a Minor Works is hereby:		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DEFERRED		
If deferred, the reasons for deferment are listed below:		
Date: _____		
Signature: _____ Printed Name: _____ Title: _____	Signature: _____ Printed Name: _____ Title: _____	
By signing this form, I hereby certify that I am authorized to serve as a member of the Minor Works Committee (MWC) as prescribed by the Town of Cameron Historic District Standards and/or the Cameron Historic Preservation Commission.		

If the project is classified as a minor works project, it will be reviewed by the Minor Works Committee (MWC) of the HPC, which consists of the Town Clerk and the HPC Chair unless otherwise designated by the HPC.

The application will be approved if the MWC finds that it complies with the Cameron Design Standards. If the project does not comply with the Design Standards or if the MWC feels it cannot make the decision, the COA will be deferred to the HPC for a full review. **The MWC does not have the authority to deny a COA application.**