



City of Hickory
PO Box 398
Hickory, NC 28603
Phone: (828) 323-7422
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Historic Preservation Commission

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Property Address: _____

Property Owner: _____

Applicant: _____

Mailing Address: _____

Daytime Telephone Number: _____

Email Address: _____

All applications must include a detailed, written description of the project which specifies changes proposed with reasoning. Proposed exterior alterations or additions will require elevation drawings. A site plan is required to show the location of existing and proposed property improvements. Use the checklist below to indicate materials submitted.

- 1. Detailed written description of the project (see next page).
- 2. Elevation drawings of proposed work (sealed by a design professional as required).
- 3. Photographs of existing conditions.
- 4. Site plan (sealed by a licensed surveyor or design professional as required) showing existing and proposed property improvements.

All major work applications and required materials must be submitted to the Planning Department by the last working day of the month in order to be heard at the next meeting of the Historic Preservation Commission. Commission meetings are typically held on the fourth Tuesday of each month at 5:30 pm. The applicant or their attorney must be present at the meeting. If this application is submitted by anyone other than the property owner, notarized written permission of the property owner must be provided. An application fee will be charged for all major work applications and payment must be included in order to be deemed a complete application.

Note: An approved Certificate of Appropriateness application must meet the standards of the Commission's [Design Review Guidelines](#). However, it may or may not meet the Secretary of Interior Standards for Rehabilitation and may disqualify a property for National Register designation.

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WRITTEN DESCRIPTION:

Describe in great detail the activity for which you are seeking a Certificate of Appropriateness. Specify the types of materials and dimensions to be used, reasoning/justification for the design, materials, etc., as well as, an estimated timeline. Projects will be reviewed for congruence with the [Design Review Guidelines](#) (available on the Commission’s webpage).

Applicant Signature: _____ Date: _____

If approved, the Certificate will expire if the project does not commence within one year after its issuance. Time extensions will be considered on a case by case basis.

RETURN COMPLETED APPLICATIONS TO ONE OF THE FOLLOWING:

Physical Address: Hickory City Hall, Planning Department, 76 N Center Street, Hickory, NC 28601

Mailing Address: City of Hickory, Attn: Historic Preservation Staff, PO Box 398, Hickory, NC 28603