



## 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 Cheryl Hart, Oxford City Planner, to obtain COA application and to review application requirements for submission.*

### **Step 2: Prepare Application Package**

Read the Design Guidelines to ensure your project adheres to the guidelines. 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.

### **Step 3: Submit Application Package**

Send completed package to Cheryl Hart at [cheryl\\_hart@oxfordnc.org](mailto:cheryl_hart@oxfordnc.org) OR schedule a second 15-minute appointment with the City Planner to submit application and supporting documentation. Supply the city with **one original and seven copies of all application materials** at least 15 **calendar days** prior to the next scheduled commission meeting. There is no fee for the filing of the application.

### **Step 4: Receive City Planner Comments**

The City Planner will review the application package and provide comments if needed. The applicant is encouraged to work with the Planner to address any issues identified, i.e., missing information or obvious deviations from the Guidelines. Once the Planner determines the application is complete, the application will be placed on the next available Historic Preservation Commission meeting agenda. Incomplete submissions will not be processed.

### **Step 5: Attend the Historic Preservation Commission Meeting**

The applicant (or an approved designee) is required to attend the Historic Preservation Commission meeting to present the project and answer questions. The commission may approve, approve with conditions or deny a COA. If more research is needed, the COA application may be tabled for 2 weeks, pending research. **Please note that the project may also require a separate building permit prior to any work commencing. 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 <input type="checkbox"/> Exterior alteration on existing structure(s). <input type="checkbox"/> Construction of a new structure. <input type="checkbox"/> Addition to an existing structure. <input type="checkbox"/> Alteration or new construction relative to yard area. <input type="checkbox"/> Demolition of an existing structure.

