

Examples of Minor and Major Works

All exterior work and new construction to a locally designated landmark or property in the local Wake Forest Historic District requires a Certificate of Appropriateness regardless of whether or not a building permit is required.

The following table provides examples of projects and COA requirements. For any projects not listed below please contact the Preservation Planner for information.

	TYPE OF WORK	STAFF REVIEW (MINOR WORK)	HISTORIC PRESERVATION COMMISSION (MAJOR WORK)
EXAMPLES OF PROJECTS BY TYPE OF WORK			
	ROUTINE MAINTENANCE (includes repair or replacement where there is no change in design, materials, or general appearance of elements of the structure or grounds)	No Review	No Review
	CONSTRUCTION of a new primary structure		X
	ADDITIONS to a primary structure		X
	DEMOLITION of a structure		X
	RELOCATION of a structure		X
	REMOVAL of historic materials		X
	REMOVAL /alteration of archaeologically significant features		X
EXAMPLES OF PROJECTS BY FEATURE			
	Alteration of ACCESSORY STRUCTURES with no expansion of building footprint	X	
	New ACCESSORY STRUCTURES with a total area of less than 144 sq. ft.	X	
	New ACCESSORY STRUCTURES with a total area of more than 144 sq. ft.		X
	Demolition of an ACCESSORY STRUCTURE that is architecturally or historically significant		X
	Alteration/construction/removal of ARCHITECTURAL DETAILS		X
	Alteration/construction/removal of AWNINGS	X	
	Alteration/construction/removal of existing CANOPIES	X	

	TYPE OF WORK	STAFF REVIEW (MINOR WORK)	HISTORIC PRESERVATION COMMISSION (MAJOR WORK)
	Alteration / construction / removal of CARPORTS /porte cocheres		X
	Alteration / construction / removal of service/utility CHIMNEYS	X	
	Alteration / construction / removal of character-defining CHIMNEYS		X
	Alteration / addition / construction of DECKS with a maximum height of 42" or less	X	
	Alteration / addition / construction of DECKS with a maximum height of more than 42"		X
	Removal of DECKS	X	
	Alteration / removal of DOORS / door openings / trim		X
	Installation of DOORS / door openings / trim		X
	Alteration / construction / removal of DORMERS visible from the public right-of-way		X
	Construction of DRIVEWAYS		X
	Alteration / removal of DRIVEWAYS	X	
	Alteration / construction / removal of FENCES , walls 42" or less in height	X	
	Alteration / construction / removal of FENCES , walls, greater than 42" in height		X
	Alteration of exposed FOUNDATIONS	X	
	Alteration / construction / removal of GARDENS , planting beds, or shrubbery affecting less than 25% of front yard area or side yard on corner lots	X	
	Alteration / construction / removal of GUTTERS and downspouts	X	
	Construction of HEDGES or other screen plantings 42" or less in mature height	X	
	Construction of HEDGES or other screen plantings greater than 42" in mature height		X
	Removal of existing HEDGES or other screen plantings greater than 42" in height	X	
	Pruning of HEDGES originally installed for the purpose of screening views	X	

	TYPE OF WORK	STAFF REVIEW (MINOR WORK)	HISTORIC PRESERVATION COMMISSION (MAJOR WORK)
	Alteration/construction/removal of HOUSE NUMBERS	X	
	Review of LANDSCAPE master plans affecting less than 25% of the front yard and 25% of the side yard on corner lots	X	
	Review of LANDSCAPE master plans affecting more than 25% of the front yard and 25% of the side yard on corner lots		X
	Alteration/installation/removal exterior LIGHTING fixtures	X	
	Alteration/installation/removal of MAILBOXES	X	
	Installation/relocation/removal of MECHANICAL EQUIPMENT such as heating and air conditioning units	X	
	Painting of previously unpainted MASONRY		X
	Alteration/removal of existing PARKING lots	X	
	Construction of/addition to PARKING lots		X
	Construction of/alteration/addition or removal of PATIOS	X	
	Construction/alteration/addition/removal of PORCHES		X
	Alteration/addition/construction/removal of RAMPS or lifts	X	
	Alteration of ROOF MATERIALS and/or forms		X
	Installation of SATELLITE dishes or antennas	X	
	Construction/alteration/removal of existing SHUTTERS	X	
	Alteration/removal of SIGNS	X	
	Installation of SIGNS		X
	Installation of SKYLIGHTS	X	
	Alteration/construction/removal of exterior STAIRS and steps	X	
	Construction of new exterior STAIRS and steps	X	

	TYPE OF WORK	STAFF REVIEW (MINOR WORK)	HISTORIC PRESERVATION COMMISSION (MAJOR WORK)
	Alteration / construction / removal of STOREFRONTS		X
	Alteration / construction / removal STORM DOORS	X	
	Alteration / construction / removal of STORM WINDOWS	X	
	Alteration / addition / construction of SWIMMING POOLS		X
	Removal of SWIMMING POOLS	X	
	Planting a new TREE with mature size 8" or greater in diameter, measured 4'6" above ground level	X	
	Removal of TREES with a combined stem girth of 8" and greater in diameter, measured 4'6" above ground level		X
	Removal of dead, diseased, or dangerous TREES with a combined stem girth of 8" or greater in diameter, measured 4'6" above ground level	X	
	Pruning of TREE limbs 4" or greater in diameter	X	
	Installation / alteration / removal of VENTS and ventilators	X	
	Alteration / construction / removal of WALKWAYS from the sidewalk to the house		X
	Construction of new WALKS	X	
	Alteration / removal of existing WINDOWS , sash, window opening, or trim		X
	Installation of new WINDOWS		X
	Installation of WINDOW AIR CONDITIONERS	X	
	Alteration / construction / removal of other noncontributing appurtenant features and accessory site features not specifically listed	X	
	Alteration / construction / removal of other contributing appurtenant features and accessory site features not specifically listed		X
	Most changes to previous COAs	X	
	Changes in previous COAs deemed by staff to be substantial in nature		X

	TYPE OF WORK	STAFF REVIEW (MINOR WORK)	HISTORIC PRESERVATION COMMISSION (MAJOR WORK)
	Renewal of expired COAs (COA's are valid for one year and can be renewed for one additional year).	X	
	Emergency installation of Temporary Features to weatherproof or stabilize damaged property following a natural disaster or declared state of emergency: six month duration; replacement with in-kind reconstruction or an approved COA	X	