



# TOWN of WAKE FOREST

## Certificate of Appropriateness Submittal Checklist

Includes Designation of Historic Landmarks/District, Minor/Major Works and Demolition of Historic Structures within [Section 15.11](#) of the UDO.

<b>A</b>	<b>General Requirements</b>
1	Provide existing conditions photos, a sketch plan & building elevations in accordance with <a href="#">Section 15.4</a> of the Wake Forest UDO. This requirement may be waived by the Administrator as appropriate. A sketch plan is required if any new addition or accessory structures are to be constructed or if there will be any change in the location of fences, walls, walkways, driveways, parking areas, signs, etc.
2	All new construction projects must submit site development plans for approval by the Planning Department either before or simultaneously with the Certificate of Appropriateness Application. The COA Application will not be considered complete until first draft comments are received from the Planning Department.
3	The application must be signed by the owner or by an authorized agent of the subject property.
4	Attach photographs, drawings, plans, renderings, material lists, cut sheets, etc. to give as much information as possible to show that the proposed work complies with the standards set forth in the UDO and Historic District Design Standards – please attach additional sheets if needed.
<i>Include the following elements within the corresponding sheet type:</i>	
<b>B</b>	<b>Sketch Plan</b>
1	A Sketch Plan shall be provided to accurately reflect the nature of the application. The sketch plan can be taken from IMAPS on <a href="http://wakegov.com">wakegov.com</a> , a property plat or survey or sketch but must show in simple sketch form the shape and dimensions of the lot on which the proposed building or use is to be constructed or conducted as well as all information listed below: <ul style="list-style-type: none"> <li>i. North Arrow and Scale not less than 1" = 50'</li> <li>ii. Layout of existing/proposed streets</li> <li>iii. Existing/proposed lot layout</li> <li>iv. Building(s) location and size</li> <li>v. Nature of land use</li> <li>vi. Parking areas and means of ingress/egress</li> <li>vii. Environmental Conditions (Special Flood Hazard Areas, Wetlands, Etc.)</li> <li>viii. Public or private easements and buffer areas</li> <li>ix. Civic Spaces and other features in relation to existing conditions based upon the size of the tract proposed for development</li> </ul>
<b>C</b>	<b>Building Elevations (Required for Minor &amp; Major Works)</b>
1	Clear, overall photographs and/or building elevations for review are required of each elevation impacted by the project are required. Plans and elevations illustrating proposed changes as well as material specifications are required to assess the project in accordance with the design standards.

2	In addition to these requirements, the submitted application should include the following general requirements:
	i. A location map with north arrow, dimensions of site boundaries, acreage, information about ownership and uses, and existing or potential uses of adjacent property
	ii. Scaled drawings of the floor plans. Include square footage figures for each floor. Show all proposed door and window locations (for new construction and additions), and materials labeled on the plans
<b>D</b>	<b>Required only for Demolition of Historic Structures</b>
<b>I</b>	<b>Sketch Plan</b>
1	Can be combined with Existing Conditions Map.
<b>II</b>	<b>Site Master Plan</b>
1	Required if site is planned for redevelopment (if in historic district see COA requirements for Demolition and New Construction).
<b>III</b>	<b>Existing Conditions Map (Also required for Designation of Historic Landmarks/Districts)</b>
1	Existing Conditions Map (Required for Designation of Historic Landmarks/Districts) may be existing plat, survey, or map from IMAPS on <a href="http://wakegov.com">wakegov.com</a> . The following items must be shown:
	i. Existing structures (buildings with built year & historical significance, bridges, culverts, fencing, sheds, etc.)
	ii. Existing sidewalks, parking, and other impervious surfaces
	iii. Cemeteries (including boundaries clearly delineated)
	iv. Right(s)-of-way or easement(s) e.g., street, railroad
	v. Street name, right-of-way width, public or private, and state road number
	vi. Utility easements (water, sewer, natural gas, and other utility lines) with easement type. Overhead utilities must be delineated clearly too
	vii. North Arrow