



## Certificate of Appropriateness (COA) Application

Name of Project: \_\_\_\_\_

*This application will not be deemed complete until the Planning Department has verified completeness and application fee paid. An incomplete application will not be accepted.*

### Application Requirements for All Submittals

Date Filed	Item
	Application fee per Town of Davidson Fee Schedule ( <i>Available on the Finance and Budget webpage</i> ).
	Contact Information
	General Description
	Project Details
	Photographs of Existing Conditions
	Building perspectives OR photographs of completed work similar to the proposed project
	Building materials/colors for roofing, siding, doors, windows, etc.
	Statement of Compliance

### Required for Some Submittals

Date Filed	Item
	Major Work requires addressed, stamped envelopes for property owners adjacent to the project site ( <i>See <a href="#">Minor vs. Major Works List</a> for descriptions of each type of work</i> )
	Major Work also requires a sign (template provided by the Town) to be posted on the project site prior to the COA hearing
	Master Plan or Conditional Planning Area ( <i>If applicable</i> )
	Environmental Inventory ( <i>If applicable; in accordance with DPO 14.13.1</i> )
	Site Schematic Design ( <i>If applicable; In accordance with DPO 14.13.7</i> )
	Building Schematic Design ( <i>If applicable; In accordance with DPO 14.13.3</i> )
	Landscape Schematic Design ( <i>If applicable; In accordance with DPO 14.13.5</i> )

As the applicant, I hereby confirm that all the required materials for this application are authentic and have been submitted to the Town of Davidson Planning Department.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## Contact Information

Name of Project: \_\_\_\_\_

### Applicant's Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

### Property Owner's Information

*(If different from applicant)*

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

### Architect's Information

*(If applicable)*

Name of Firm: \_\_\_\_\_ Architect's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

## General Description

*Please attach additional documentation if necessary.*

Name of Project: \_\_\_\_\_

Application Date: \_\_\_\_\_

Project Location (Indicate street frontage, nearest intersection, and address, if assigned):

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Tax Parcel(s): \_\_\_\_\_

Planning Area & Applicable Overlay Districts: \_\_\_\_\_

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Existing Site Conditions:

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Master or Conditional Plan (If applicable): Include any conditions of approval

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Did you consult with staff prior to filing the application (Y/N; date): \_\_\_\_\_

## Project Details

Project Type:	<input type="checkbox"/> Exterior Alteration	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition
	<input type="checkbox"/> Site Work	<input type="checkbox"/> Building Relocation	<input type="checkbox"/> Demolition
	<input type="checkbox"/> Signage	<input type="checkbox"/> Other (Please Specify)	

Use(s): \_\_\_\_\_

Height & Stories: \_\_\_\_\_

Square Footage: \_\_\_\_\_

Building Materials (*Existing and Proposed*): \_\_\_\_\_

Architectural Features:

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Minor or Major Work Project (*See [Minor vs. Major Works List](#) for a description of each*): \_\_\_\_\_

For applications that require a COA hearing with the Historic Preservation Commission (Major Work), provide addressed and stamped envelopes for owners of all property adjacent to the subject parcel, including the owner of the subject parcel.

Property Owner Name & Address	Property Owner Name & Address

## Statement of Compliance

Name of Project: \_\_\_\_\_

For each category below, submit a detailed description of how the project does or does not comply with the [Davidson Planning Ordinance \(DPO\)](#) and the [Davidson Historic District Guidelines](#).

**DPO Section 2: Planning Areas**

<input type="checkbox"/> Permitted Use	<input type="checkbox"/> Not Permitted
<input type="checkbox"/> Permitted Building Type	<input type="checkbox"/> Not Permitted
<input type="checkbox"/> Meets Setback Criteria	<input type="checkbox"/> Does Not Meet

**DPO Section 4: Design Standards**

- General Site Design Criteria (4.3)
- General Building Design Criteria (4.4)
- Specific Building Type Criteria (4.5)
- Existing Industrial Campuses Criteria (4.6)
- Renovation of Existing Structures Criteria (4.7)

**DPO Section 8: Parking & Driveways**

**DPO Section 9: Tree Preservation, Landscaping & Screening**

**DPO Section 10: Lighting**

**Davidson Historic District Design Guidelines** (*found [here](#)*): Please cite the applicable section/page # of the design guidelines.

Section/Page	Topic