

Oxford Historic Preservation Commission COA Application Checklist

✓	The information below and this Checklist are REQUIRED for review of all COA applications. Applicants must check every box applicable to the COA application (or write "N/A" alongside the box if the information does not apply) and include the Checklist and the specified information with their CPA application. Incomplete applications will not be accepted.
☐	Property details — including current photos of property, especially views relevant to the Application -- has been included. [Photos can be e-mailed to cheryl_hart@oxfordnc.org .]
☐	Completed COA application form [If you are hand delivering your package, 7 copies are needed.] has been prepared, signed, and dated. [Application can be e-mailed to cheryl_hart@oxfordnc.org .]
☐	Do you anticipate that your renovation project(s) in a 24-month period will cost \$10,000 or more? If yes, contact the N.C. Historic Preservation office about possible income tax credits. http://www.hpo.ncdcr.gov/ Tim Simmons (tim.simmons@ncdcr.gov), 919-807-6585, or David Christenbury (david.christenbury@ncdcr.gov), 919-807-6574. If your proposed project qualifies, submit details as to how you were advised to proceed with your project. Write DNQ in left column if your project did not qualify for tax credits.
☐	For alterations, additions, and new construction, a comprehensive sketch has been included depicting: • dimensions of <u>existing</u> structure(s) at issue • dimensions of proposed changes and/or dimensions of <u>new</u> structure • setback and placement on lot (with dimensions)
☐	The COA application as prepared specifies all materials that will be used, (e.g., wood clapboard, brick foundation, iron fence, brass porch lights, granite stoop, fiber cement siding, composite column, <i>etc.</i>) for each material to be replaced or added.
☐	Are you requesting a change in the color of your house, roof, or any secondary structure or any architectural detail(s) (e.g., columns, chimneys, shutters, trims, <i>etc.</i>)? If yes, paint color samples have been included.
☐	To the extent permitted by the Design Guidelines, are you requesting a change to any architectural details? If yes, information/photos about these plans have been included.
☐	To the extent permitted by the Design Guidelines, are you requesting a change to your roofline or roofing material? If yes, a Blueprint depicting roofline change and roofing material sample or photo have been included.
☐	To the extent permitted by the Design Guidelines, are you requesting a change to any aspect of the windows and/or doors? If yes, documentation support the reasoning and information about products to be used has been included.
☐	To the extent permitted by the Design Guidelines, are you requesting a change to any aspect of the form and proportion of the structure (e.g. porch addition, dormer addition, <i>etc.</i>)? If yes, documentation support removal of any existing elements, and/or a comprehensive sketch (blueprint) of the proposed changes, has been included.
☐	Are you requesting a change to or addition of appurtenant fixtures, (e.g. exterior lighting, fencing, signage, exterior walls, <i>etc.</i>)? If yes, photos depicting the fixtures requested to be removed and/or installed have been included.
☐	Are there any structural issues necessary to resolve? If yes, documentation explaining the issues and information about the proposed changes has been included. If demolition is requested, a substantial explanation has been included.
☐	Are you requesting, or will your proposed changes require the removal of mature trees? If yes, the written recommendation of a tree specialist or certified arborist who examined the tree(s) has been included.

I certify that I have read the Oxford Historic Preservation Design Guidelines and believe the project(s) proposed in the attached COA Application meet(s) the standards defined therein as I have indicated on the Application form.

Property Owner Signature