

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
TO
KINSTON HISTORIC DISTRICT COMMISSION**

I (We), the undersigned, do hereby make application for a Certificate of Appropriateness from the Kinston Historic District Commission for the following property:

Historic District _____
Property Location _____
Property Owner _____

TYPE OF PROJECT: (check all categories that apply)

Exterior Alteration New Construction
 Addition Demolition
 Other _____

I understand that this application, including all additional information, must be filed no later than ten (10) business days prior to the next regularly scheduled meeting of the Historic District Commission. The Commission meets on the first Monday of each month at 5:30 p.m. in the planning department conference room located in City Hall (207 E. King Street). Property owners are urged to attend the meeting. Copies of all information submitted with this application will be retained by the Historic District Commission.

Office Use Only

Signature of Applicant

Application Number

Mailing Address

Date Received

Date Daytime Phone

Return Application To: **Planning Department
City Hall - 207 E. King St.
P.O. Drawer 339
Kinston, NC 28502-0339**

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PLOT PLAN: (May be submitted on separate sheet attached to the application)

A plot plan showing relationship of buildings, additions, sidewalks, drives, trees, etc., to the property lines must be provided. This plan does not have to drawn to scale but the measurements shown should be accurate. A copy of the survey required when you bought your property is also acceptable. Revise the copy as needed to show existing conditions and your proposed work.

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WRITTEN DESCRIPTION:

Describe clearly and in detail the nature of your project. Attach additional sheets of written descriptions as necessary to completely describe the project. Include exact dimensions for materials to be used (such as width of siding) and length of time estimated to complete project.