



**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
TOWN OF ABERDEEN
HISTORIC PRESERVATION COMMISSION**

Our Town was established in the late 1700's by Scottish settlers, and while we are still growing today, parts of Aberdeen are historic.

The Historic Preservation Commission was put in place to help property owners conserve our historic neighborhoods, structures and features by providing guidance and resources when you are planning changes to your property in the Historic District. The Commission will help with questions of appropriateness in appearance, landscaping and economic feasibility. The first step is completing and submitting the attached application for review. Applications are reviewed by the Commission once a month. The Commission will consider the application and review it for its adherence to the design guidelines of the district, and ensure that proposed changes are in keeping with the ambiance of the historic area. The primary concern is that the historic character of the property be retained and preserved.

Once approved, a Certificate of Appropriateness Permit will be issued and will remain in place for implementation for up to one year from date of approval. Depending on the project, a building or zoning permit may be required as well.

The members of the Town of Aberdeen Historic Preservation Commission are listed below. Feel free to call any member with your questions and/or concerns.

Commission Member	Phone Number
Janet Kenworthy	(910) 944-7350
Sharon Steele	(910) 944-3300
Carolyn Jarrett	(910) 944-7862
John Sloan	(910) 944-1342

Fee: \$25.00

**APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS PERMIT
TOWN OF ABERDEEN
HISTORIC PRESERVATION COMMISSION**

Date Received: _____ **Certificate of Appropriateness No.:** _____

Property Address: _____

Owner: _____

Owner Address: _____ Daytime Phone: _____

Applicant (if not owner): _____

Applicant Address: _____ Daytime Phone: _____

Contractor: _____

Contractor Address: _____ Office Phone: _____

If you intend to make any changes in the following items, please CHECK below. If making changes, please give a detailed written description of those changes in the space provided. Include or attach pictures, material samples, drawings, etc. as necessary to describe the proposed work.

Failure to supply adequate documentation could result in delays in processing the application and denial of the request.

Additions: _____	Awnings: _____ Signs: _____
Architectural Ornamentation: _____	Cornice: _____
Chimneys: _____	Box Gutter Relining-Metal: _____ Rubber: _____
Decks: _____	Exterior Lighting: _____
Doors: _____	Landscaping: _____
Fencing-Front Yard: _____ Rear: _____ Side: _____	Painting: _____
Masonry Cleaning/Repainting: _____	Roof: _____
Porches: _____ Entrances: _____ Balconies: _____	Skylights: _____
Brick: _____	Utilities & Energy Retrofit: _____
Siding-Wood: _____ Vinyl: _____ Alum.: _____ Brick: _____	Window Shutters: _____
Storefronts: _____	Demolition: _____
Windows-Wood: _____ Vinyl: _____ Alum.: _____	Walkways/Driveways: _____
New Construction: _____	Garages or Accessory Structures: _____
Other (specify): _____	

Approximate cost of work to be done: \$ _____.

Description of work to be done (attach additional documentation if necessary):

In signing this application, I understand that I am providing authorization for the posting of a public hearing notice on the subject property if necessary. Thereby, I certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his/her authorized agent.

Signature of Owner or Authorized Agent

Date

Zoning
Approved: _____ Denied: _____ Administrator: _____ Date: _____

