



Town of Selma
 Planning & Economic Development
 114 N. Raiford St.
 Selma, NC 27576
 P: 919-965-9841
 F: 919-965-4637
 www.selma-nc.com

CERTIFICATE OF APPROPRIATENESS APPLICATION (Site Work/Development in Historic Districts)

Pursuant to Section 17-420 of the Selma Unified Development Code, no exterior portion of any building or other structure (including walls, fences, light fixtures, steps and pavement or other appurtenant features), or any above ground utility structure, or any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished within the Historic Districts until after an application for a certificate of appropriateness as to exterior architectural features has been approved.

"Exterior architectural features" shall include the architectural style, general design and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, signs and other appurtenant fixtures. In the case of outdoor advertising signs, "exterior" architectural features shall be construed to mean the style, material, size, and location of all such signs.

No certificate of appropriateness shall be granted unless the Historic Properties Commission finds that the application complies with the United States Secretary of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" (www.nps.gov/tps). If applicable, a Zoning Permit for the proposed work will be issued at the same time as the approval of the Certificate of Appropriateness.

Approval only demonstrates compliance with the Town of Selma Zoning Ordinance and does not imply compliance with the NC Building Code, Fire Code, NCDOT, or any other applicable agencies. It is the applicant's obligation to seek the appropriate permits.

APPLICATION TYPE AND FEE

Check all applicable. Fees are due at time of submittal and may not be refunded.

Construction Cost*: _____ **Construction costs include all site work and buildings*

- Residential:**
- New Construction: \$50.00
 - Exterior building modification/Accessory Building/Porch/Deck /Fence.: \$30.00
 - Demolition: \$30.00

- Non-Residential /Mixed Use/Multi-Family:**
- New Construction
 - Modification to existing site/building
 - Demolition

| Construction Cost* | Application Fee |
|--|---|
| <input type="checkbox"/> <\$50,000 | \$100.00 |
| <input type="checkbox"/> \$50-\$100,000 | \$200.00 |
| <input type="checkbox"/> \$100-\$150,000 | \$400.00 |
| <input type="checkbox"/> \$150,000+ | 0.5% of Construction Cost, not to exceed \$1,000.00 |

Completed by Staff:

Date Received: _____ Amount Paid: _____ Permit #: _____

SITE INFORMATION

Write "N/A" if not applicable. If unsure of the correct information, site data (i.e. zoning districts and overlay districts) may be found on the Johnston County GIS website (<http://www.johnstonnc.com/gis2/>) and click "mapclick" or by speaking with Selma Planning staff.

Property Address: _____

Johnston County Tag #: _____ Lot Size: _____

Historic District: Downtown Selma Historic District West Selma Historic District
 Harrison Campus Historic District

Current Use: _____ Proposed Use: _____

Description of Request: _____

Water Supply Watershed Protection District: No Yes

Note: Properties located in a Water Supply Watershed Protection District are subject to the provisions of Section 17-422 of the Unified Development Ordinance and may require a Watershed Development Permit. Development on existing single family lots is exempt from this requirement.

Utility Services: City Water Well City Sewer Septic Tank Gas Electricity

APPLICANT INFORMATION

Owner's Consent Form is required if applicant is not the property owner.

Applicant Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Property Owner (if different than applicant):

Name: _____

Mailing Address: _____

Phone Number: _____

Continued on next page...

REQUIRED INFORMATION

The following items must accompany a Certificate of Appropriateness application (if not applicable, check "n/a"). Incomplete applications will not be reviewed until all materials have been provided.

| Item | Yes | N/A |
|---|--------------------------|--------------------------|
| 1. Permit Review Fee | <input type="checkbox"/> | |
| 2. Completed and signed application | <input type="checkbox"/> | |
| 3. Owner's Consent Form <i>Required if applicant is not the property owner. Form is included in this application packet.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Information about the request: | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> - Sketches, drawings, photographs, specifications, descriptions and other information of sufficient detail to clearly show the proposed exterior alterations, additions, changes or new construction. - All proposals shall include photos or elevations showing the proposed work, including dimensions, height, and identification of all proposed exterior materials and colors. - For new single family/duplex construction or major site modifications: <ul style="list-style-type: none"> - Provide a current site/plot plan and/or survey to scale which identifies the project boundaries, lot dimensions, acreage, all structures (size, dimensions, and location), parking or loading areas, setbacks, parking, and impervious surface area. - For Fences, Sheds, Decks, or similar: <ul style="list-style-type: none"> - In most cases, applicant may either use a sketched plan showing all site elements, or use a printed copy of an aerial photo or survey with the proposed structure drawn to scale. Plan must list setbacks in feet of structure from property lines, house, etc. (for aerial map, see https://mapclick.johnstonnc.com/mapclick/MapClick4/) - List structure materials, height, and other pertinent details on map. - For new non-residential construction, application must provide a site plan meeting the requirements of a Site Plan as listed in the Commercial/Multi-Family Site Plan application. - The Planning Director/Administrator may allow less information or require more information to be submitted according to the needs of the particular case. | | |

APPLICANT AFFIDAVIT

I, the undersigned, to hereby make application and petition to the Planning Department of the Town of Selma to approve the subject Certificate of Appropriateness. I hereby certify that all activities will be carried out in compliance with the Unified Development Code and understand that violations will result in a Code Enforcement action and fine. I further certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material, and all attachments become official records of the Town of Selma, and will not be returned.

Print Name

Signature of Applicant

Date

STAFF ANALYSIS (completed by staff)

Zoning District: _____ City Limits Extraterritorial Jurisdiction

Lot Size: _____

Associated Project Approval Project #(s): _____

Flood Zone: _____ FIRM Map: _____

Associated Special Flood Hazard Area Development Permit #: _____

Water Supply Watershed Protection District: Yes No Permit required? Y/N

Historic District: Yes No District Name: _____

Utility Services: City Water Well City Sewer Septic Tank Gas Electricity

Is Structure in the Right-of-Way of any of the following (check all that apply):

City Utilities Railroad NCDOT or City Road Proposed Thoroughfare None

| | Required | Provided |
|---------------------------------|----------|----------|
| Lot Area | | |
| % of Impervious Surface | | |
| Lot Width | | |
| Setbacks | | |
| Front | | |
| Side | | |
| Rear | | |
| Max Building Height - Principal | | |
| Max Building Height - Accessory | | |
| Accessory Building Setbacks | | |

Comments:



Town of Selma
Planning Department
114 N. Raiford St.
Selma, NC 27576
P: 919-965-9841
F: 919-965-4637
www.selma-nc.com

AGENT AUTHORIZATION / OWNER'S CONSENT FORM

Pursuant to Section 17-602 of the Town of Selma Unified Development Ordinance, written authorization is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. All fields must be completed.

AGENT/APPLICANT INFORMATION:

(Name)

(Address)

(City, State, Zip)

I hereby give CONSENT to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (*list applicable requests*):

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER AUTHORIZATION:

(Name)

(Address)

(Owner's Signature)

(City, State, Zip)