

Certificate of Appropriateness Approval Matrix				
ACTION	No Approval Required	*Administration with Documentation	Commission with Documentation	Building Permit
Additions / new construction			X	X
Accessory structures (sheds, garages, etc.)				
Visible from the street/new, any size, or demolition			X	X
Not visible from street		X		X
Awnings and Canopies new installation		X		
Carports (addition or enclosure)			X	X
Curb Cuts		X		X
Decks & Patios				
Repair, same material	X			
New, visible from the street / with structure			X	X
New, not visible from street / non-structure	X			X
Decorative shutters				
New		X		
Replacements, same material and size	X			
Demolitions (part or all of structure)			X	X
Doors / Garage Doors				
New / any location		X		X
Repair, same material / style / size	X			
Change in material or size		X		
Any change in opening			X	X
Driveways				
Same surface	X			
New construction, material change or relocation			X	X
Equipment (antennas, satellite dish 18" or less, etc.)		X		
Exterior Siding (clapboard, stucco, brick, etc.)				
Repair with same materials or repaint	X			
Replacement with new materials			X	X
Exterior façade change				
Replacement of non-historic materials with /orig. configuration		X		X
Fences or gates, new or change in materials		X		X
Repair existing with same materials	X			
Fire Escapes, new or change in materials or location			X	X

Certificate of Appropriateness Approval Matrix (Cont.)				
ACTION	No Approval Required	*Administration with Documentation	Commission with Documentation	Building Permit
Fountains				
Repair with same materials	X			
New or visible from street			X	X
Gutters & downspouts, gutter covers				
Repair or replace existing w/ same materials or add gutter covers	X			
Replacement with new materials		X		
Interiors				
Decorative changes	X			
Ad Valorem Tax Exemption (State Review)			X	
Landscaping				
Visible from the street / minor any change	X			
Visible from the street / major removals or major new plans		X		
Tree removal / mature trees			TREE BOARD	X
Lighting (See Site and Landscape Lighting)				
Mailboxes		X		
Mechanical Systems, HVAC & Window Units, exhaust fans, etc.				
New or relocation		X		X
Replace or repair existing unit with same materials	X			
Painting				
Maintenance or color change	X			
Painting originally unpainted surface		X		
Parking Lots, pavement (see driveways)				
Pools / Hot Tubs / Jacuzzis (rear façade only)		X		X
Porches (see decks & patios)				
Relocation of building or structure			X	X
Repair same material, any part of structure	X			
Re-pointing, repair of masonry		X		
Retaining Walls				
Repair, same material and shape	X			
Install new or removal of existing (visible from street)			X	X
Install new or removal of existing (not visible from street)		X		X
Roof				
Repair, same material	X			
Replace, new materials or shape of shingle		X		

Certificate of Appropriateness Approval Matrix (Cont.)				
ACTION	No Approval Required	*Administration with Documentation	Commission with Documentation	Building Permit
Change shape of roof			X	X
Sheds (See Accessory Structures)				
Walkways				
Repair, same material	X			
New construction, new materials, relocation (visible from street)			X	X
Siding (See Exterior Siding)				
Signs / Plaques			Building Inspector	
Site and Landscaping Lighting				
Repair, same material	X			
New Installation		X		
Solar Collectors, Sky Lights				
Install new, any location		X		X
Repair or replace existing with same materials	X			
Steps				
Install new, any location		X		X
Repair or replace with same materials, same location	X			
Storm Windows and Storm Doors				
Repair or replace, any material	X			
Install new			X	X
Trim (Scrollwork, fascia, porch details, etc.)				
Replace or repair, same material / size / design	X			
New, change in size, design or repair with new materials			X	
Windows				
Repair, same material	X			
Replace, same material, size, shape, configuration, any location		X		X
Replace, with change in size of opening or new material			X	X
* NOTE: Administration Approval will be through committee review which may include:				
	HPC Representative			
	HPC Secretary			
	City Building Inspector			
	City Administration Representative			
	NGRDC Historic Planner			