



SWANSBORO HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS

Application # COA-2024-02

I Hereby apply to the Swansboro Historic Preservation Commission for a Certificate of Appropriateness (COA) for the structure, project, or proposed restoration, modification or change one the following property located within the Historic District:

NAME: Marty and Harriette Proctor

MAILING ADDRESS: P.O. Box 481 Swansboro NC

ADDRESS OF AFFECTED PROPERTY: 224 Water St. Swansboro

PHONE NUMBERS: (Home) 910-358-2518 (Cell) 910-358-3453 (Work)

Indicate if you need a pre-application review: Yes No

(Note: A pre-application review is required for all projects exceeding a cost of \$10,000 and/or involving new construction projects with a minimum square footage of 1,000 sq. ft. or addition of 500 sq. ft.)

INSTRUCTIONS:

1) Each application must include a written property description. In the space provided or on additional sheets, describe the nature and extent of the proposed work to include a listing of materials and dimensions. Provide sufficient detail to allow the Swansboro Historic Preservation Commission (SHPC) to make an informed decision regarding appropriateness.

2) For each specific type of activity, attach the following materials: (check the applicable category)

EXTERIOR ALTERATION: Photograph(s) and sketch(es) showing existing conditions and proposed changes for each effected area.

NEW CONSTRUCTION/ADDITIONS: a) Plot plan showing all new construction on proposed site; b) preliminary or final drawings showing proposed design of new construction or new addition (elevations required); c) descriptions, samples, and specifications indicating materials and textures used on exterior construction; d) statement by owner of how proposed new construction meets the intent of the SHPC design guidelines for projects involving new buildings with more than 1,000 sq. ft. or addition of 500 sq. ft.; and e) deed of property; f) Massing Study sealed by engineer or architect (find details in Appendix III Section 11 New Construction of the Town Unified Development Ordinance).

MOVING / DEMOLITION: a) Photographs of building to be moved or demolished (including photos of all elevations and a streetscape); b) written description of reason for move or demolition; and c) for moving requests, a photograph of proposed site for relocated building and a plot plan showing exact building location with pertinent dimensions.

ALL SKETCHES, DRAWINGS, COLOR CHIPS, ETC. MUST BE SUBMITTED IN MULTIPLES OF TWELVE (12) and "8 1/2 x 11" SIZE PAPER IS PREFERRED.

PROJECT DESCRIPTION (Attach additional sheets if necessary):

See attached

The applicant(s) and/or his/her representative(s) are required to appear before the Swansboro Historic Preservation Commission to present, discuss and clarify the application the night of the meeting. If the applicant is not the owner of the property a written statement by the owner is required prior to the meeting for the applicant to pursue the COA.

Any applicant(s) requiring a "CAMA" permit, must submit the approved CAMA application with CAMA official(s) signature(s), prior to the review of the COA by the Swansboro Historic Preservation Commission.

All applications become the property of the Swansboro Historic Preservation Commission for the Town of Swansboro. This application shall be completed and returned to the Code Enforcement Department at least seventeen (17) days before the Swansboro Historic Preservation Commission meeting at which the application may be considered.

It is the policy of the Swansboro Historic Preservation Commission that the board shall act as one body. Accordingly, individual members should not give personal opinions on applications submitted to the Swansboro Historic Preservation Commission, and no such individual opinion shall bind the SHPC in any way.

Harriett A. Proctor
Signature of Applicant

1/31/24
Date 3/7/24

amended Harriett A. Proctor

STAFF USE ONLY

Application received by: Regina Ryan Date: 4/5/24
Application reviewed with applicant by: Rebecca Burton Date: 2/2/24

How: In person _____ By Phone _____

Fee Paid: \$200 Receipt Number R00009250

Comments: R00009519 - amendment

Perch Steps: Existing are hazardous and there are missing/rotten boards. Proposed will consist of Block and Brick with an old/antique brick look. They will be 6' wide and tread will be to code.

Door: Proposed Solid Wood Door replicating doors from the late 1800's and early 1900's

6:48



Photo 

Done



Tap and Hold to Zoom

