

Fee Comparison

Jurisdiction	Major Work	Minor Work	Staff Approval	Routine Maintenance
Town of Swansboro	\$400	\$0	\$0	\$0
Town of Beaufort	\$50	\$50	N/A	
City of Washington	\$50	\$0	N/A	
City of New Bern	\$107 (design review) \$27 (no design review)	\$22	N/A	
City of Wilmington	Min \$0, Max \$100 See attached breakdown	Min \$20, Max \$100 See attached breakdown	N/A	
City of Asheville	Residential \$260 Commercial \$416	\$52	N/A	
City of Raleigh	\$160 to \$1,263 See attached breakdown	\$31 to \$62 See attached breakdown	N/A	
City of Durham	\$315 to \$887 See attached breakdown	\$78 or \$156 (after-the-fact)	N/A	
City of Winston Salem	No charge unless work completed after-the-fact (\$75 first offense, Max \$200)		N/A	
Currituck County	\$25		N/A	
City of Albemarle	No Charge		N/A	
City of Greensboro	No Charge		N/A	

CERTIFICATE OF APPROPRIATENESS APPLICATION

Application for major work in local historic districts and local landmarks

Historic Preservation Commission (HPC)

The HPC generally meets on the second Thursday of the month at 5:30 PM. See the meeting schedule below.

Application Submittal

1. Applications are due by 1:00 PM and are submitted by appointment only at the planning office at 305 Chestnut Street, 3rd floor. Call 910-254-0900 to schedule an appointment.
2. Do not drop off, email, or mail in an application.
3. Application fees must be paid at the time of submission. If you wish to pay over the phone, please call 910-254-0900 to make arrangements for credit card payment.
4. Applications will be reviewed for completeness before they are accepted. Incomplete applications will not be scheduled for HPC review.
5. A pre-application meeting is **required** for all major works applications; applications cannot be accepted without a pre-application meeting. Pre-application meetings may be scheduled by calling 910-254-0900.
6. Applicants are responsible for posting sign(s) before hearings. If signs are not posted, the case cannot be heard by the HPC.
7. All applicable items listed on the submittal checklist (page 4) are required for an application to be considered complete.

Application Fees

Estimated Project Cost	Application Fee
Up to \$17,999	None
\$18,000—\$24,999	\$20
\$25,000—\$49,999	\$25
\$50,000—\$99,000	\$35
\$100,000—\$499,000	\$50
\$500,000 or more	\$100

Approval after-the-fact (work completed without a COA) \$100, plus base fee (above)

2022 Historic Preservation Commission Meetings

Meeting Date	Submission Deadline
January 13	December 7, 2021
February 10	January 4
March 10	February 1
April 14	March 8
May 12	April 5
June 9	May 3
July 14	June 7
August 11	July 5
September 8	August 2
October 13	September 6
November 10	October 4
December 8	November 1
January 12, 2023	December 6
February 9, 2023	January 3, 2023

Project Description describe the project in detail; use additional sheets if necessary

Application Fee

Estimated Project Cost		Fee
☐	Up to \$17,999	None
☐	\$18,000 — \$24,999	\$20
☐	\$25,000 — \$49,999	\$25
☐	\$50,000 — \$99,000	\$35
☐	\$100,000 — \$499,000	\$50
☐	\$500,000 or more	\$100
☐	Approval after-the-fact (work completed without a COA)	\$100, plus any project cost- based fee (above)

COMPREHENSIVE AND LONG RANGE PLANNING				
	Fee Description	Fee	Unit of Measure	Indices
Comprehensive Planning Fees				
Master Plan	A visual component required when a rezoning application is submitted for a Planned Development or Campus rezoning request.	\$3,209	per application	CPI
Waiver petition of 24 months waiting period	A request for a waiver from the requirement prohibiting the Planning Department to accept a new rezoning petition for property which has been heard within the past 24 months.	\$193	per application	CPI
Comprehensive Plan Amendment	A request to amend the Comprehensive Plan that may affect plan text/policies, Future Land Use Map, or attached area plans.	\$642	per application	CPI
Conditional use rezoning case	A request to modify the City's Official Zoning Map with additional restrictive conditions offered by the applicant.	\$1,284	per application	CPI
General use rezoning case	A request to modify the City's Official Zoning Map.	\$642	per application	CPI
Text Change for Zoning Conditions	A request to modify the zoning conditions that regulate development entitlement for particular parcel(s) that will not modify the City's Official Zoning Map.	\$1,284	per application	CPI
Annexation	A petition to annex or deferred annexation into the City of Raleigh in order to connect to City services.	\$634	per petition	New
Annexation (1 or 2 family lot)	A petition to annex or deferred annexation into the City of Raleigh in order to connect to City services.	\$317	per petition	New
Raleigh Historic Development Commission Fees				
Historic Landmark Designation	Collected from applicants of privately-initiated transactions; partially covers cost of plaque	\$321	per application	CPI
Minor Work – Administrative	Collected from applicants of privately-initiated transactions	\$31	per application	CPI
After-the-fact Minor Work Administrative	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$62	per application	CPI
Major Work – Public Meeting (except large addition & new building)	Collected from applicants of privately-initiated transactions; includes cost of legal noticing requirements	\$160	per application	CPI
After-the-fact Major Work - Public Meeting (except large addition & new building)	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$316	per application	CPI
Major Work – New Building Construction/Additions greater than 25% of building square footage	Collected from applicants of privately-initiated transactions; includes cost of legal noticing requirements	\$321	per application	CPI
After-the-fact Major Work - New Building Construction/Additions greater than 25% of building square footage	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$632	per application	CPI
Major Work- Demolition of building or structure	Collected from applicants of privately-initiated transactions; includes cost of legal noticing requirements	\$642	per application	CPI
After-the-fact Demolition of building or structure	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$1,263	per application	CPI
Post-approval COA Issuance Re-Review of Conditions of Approval	Collected from applicants of privately-initiated transactions	\$96	per application	CPI

7. Historic Properties – Certificate of Appropriateness (COA) - Planning

- Fee includes 4% technology fees and, for Major and Master COAs, notice, and 1 sign*. Additional signs, as required to provide sufficient notification, are \$104 + [Processing fees](#). [Processing fees](#) apply according to payment method and are extra and added at checkout.
- Major COAs are required for modifications to building or site elements that may impact the original character of the structure, construction of new structures, and additions to and demolition of historically-significant structures. See [Work Requiring a Certificate of Appropriateness](#).
- Applications fees are doubled for “after-the-fact” or “retroactive” applications submitted after work has begun or been completed.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
7.1a. Minor Certificate of Appropriateness (COA)	Planning staff approval; payment includes technology	\$78** + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$75.00 + \$3.00 \$78.00	Base Fee** + 4% Technology Fee Total Fee**
7.1b. After-the-Fact Minor COA	Minor COA application made after work begun or completed	\$156 + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$150.00 + \$6.00 \$156.00	Base Fee** + 4% Technology Fee Total Fee**
7.2a. Major COA with NO new construction, NO demolition	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	\$315* ** + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$150.00 + \$6.00 + \$159.00 \$315.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.2b. After-the-Fact Major COA, NO new construction, NO demolition	After-the-fact Historic Preservation Commission application made after work begun or completed; includes letter notice, 1 sign*, and technology	\$471* + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$300.00 + \$12.00 + \$159.00 \$471.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.3a. Major COA with EITHER new construction OR demolition	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	\$419* ** + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$250.00 + \$10.00 + \$159.00 \$419.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.3b. After-the-fact Major COA with EITHER new construction OR demolition	After-the-fact Historic Preservation Commission application made after work begun or completed; includes letter notice, 1 sign*, and technology	\$679* + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$500.00 + \$20.00 + \$159.00 \$679.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.4a. Major COA with BOTH new construction AND demolition	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	\$523* ** + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$350.00 + \$14.00 + \$159.00 \$523.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.4b. After-the-Fact Major COA with BOTH new construction AND demolition	After-the-fact application made after work begun or completed; includes letter notice, 1 sign*, and technology	\$887* + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$700.00 + \$28.00 + \$159.00 \$887.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **

* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

** Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

7. Historic Properties – Certificate of Appropriateness (COA) (Continued)

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
7.5a. Master COA for Public Projects	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	\$471* ** + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$300.00 + \$12.00 <u>+ \$159.00</u> \$471.00	Base Fee** + 4% Technology Fee <u>+ Notice Fees*</u> Total Fee* **
7.5b. After-the-Fact Master COA for Public Projects	After-the-fact Historic Preservation Commission application made after work begun or completed; includes letter notice, 1 sign*, and technology	\$783* + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$600.00 + \$24.00 <u>+ \$159.00</u> \$783.00	Base Fee** + 4% Technology Fee <u>+ Notice Fees*</u> Total Fee* **

* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

** Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

8. Historic Properties – Governing Body Approvals - Planning

- Includes 8.1, Historic District Designation, 8.2, Historic Landmark Designation, and 8.3, Landmark Sign Designation. Fee includes required notification fees for 1 governing body hearing†, 1 sign*, and 4% technology fees.
- [Processing fees](#) apply according to payment method and are extra and added at checkout.
- Additional signs, as required to provide sufficient notification, are \$104 each + [Processing fees](#).
- Application fees are doubled for after-the-fact designation of a Historic Landmark or Landmark Sign, for work begun or completed without required approvals, plus required notification fees and technology as listed below.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
8.1. Historic District Designation	New or expanded local Historic District; includes all notice with 1 sign*, and technology, and 1 governing body hearing†	\$21,482*† + Processing Fee 4-Planning; <i>Label as HDD-Project Name</i>	\$20,000.00 + \$800.00 <u>+ \$682.00</u> \$21,482.00	Base Fee + 4% Technology Fee <u>+ Notice Fees*†</u> Total Fee*†
8.2a. Historic Landmark Designation	Designation or removal of landmark designation; 1 governing body hearing†; includes all notice with 1 sign*, technology, and in-person recordation fee	\$1,437.04*†** + Processing Fee 4-Planning; <i>Label as LDMARK-Project Name</i>	\$800.00 + \$32.00 + \$578.00 <u>+ \$27.04</u> \$1,437.04	Base Fee** + 4% Technology Fee + Notice Fees*† <u>+ Recordation Fee</u> Total Fee*†**
8.2b. After-the-Fact Historic Landmark Designation	After-the-fact removal of landmark designation; 1 governing body hearing†; includes all notice with 1 sign*, technology, and in-person recordation fees	\$2,269.04*† + Processing Fee 4-Planning; <i>Label as LDMARK-Project Name</i>	\$1,600.00 + \$64.00 + \$578.00 <u>+ \$27.04</u> \$2,269.04	Base Fee** + 4% Technology Fee + Notice Fees*† <u>+ Recordation Fee</u> Total Fee*†**

* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

** Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

† If the case must be heard by both governing boards, newspaper notification fees are increased by \$479.00 + the applicable [Processing Fee](#).

§ 152.479 CERTIFICATE OF APPROPRIATENESS LIST.

Certificates of appropriateness shall be required for properties identified as contributing (C) and non-contributing (N) in the Historic District according to the chart which follows. In the chart, and “N” entry applies to those homes built after 1938, and a “C” entry applies to those homes built before 1938. An “X” entry applies to both Contributing and Non-contributing structures.

Type of Work		Routine Maintenance	Minor Work (M.C.)	Major Work (SHP)	Staff Approval
Type of Work		Routine Maintenance	Minor Work (M.C.)	Major Work (SHP)	Staff Approval
1	New construction or additions to principal structures or buildings			X	
2	Demolition of any structure or building			X	
3	Demolition of any part of a structure or building			X	
4	Relocation of structures or buildings			X	
5	Removal/alteration of architecturally significant features		N	C	
6	Removal/alteration of contributing historical features			X	
7	Repair/replacement of existing accessory buildings and outbuildings when there is no change in design, materials, or general appearance	X			
8	Alteration/additions to existing accessory buildings and outbuildings		X		
9	New accessory buildings or outbuildings up to 144 sq. ft.		X		
10	New accessory buildings or outbuildings greater than 144 sq. ft.			X	
11	Removal of existing accessory buildings and outbuildings which are not architecturally or historically significant		N	C	
12	Removal of existing accessory buildings and outbuildings which are architecturally or historically significant		N	C	
13	Repair or replacement of architectural details when there is no change in design, materials, or general appearance	X			
14	Alteration/addition of architectural details		X		

15	Removal of architectural details		N	C	
16	Repair/replacement of awnings, canopies, or shutters when there is no change in design, materials, or general appearance	X			
17	Alteration of existing awnings, canopies, or shutters		X		
18	Addition of awnings, canopies, or shutters		X		
19	Removal of awnings, canopies, or shutters		X		
20	Removal of carports with historical or architectural significance			X	
21	Repair/replacement of decks when there is no change in design, materials, or general appearance	X			
22	Alteration/addition to existing decks		N	C	X
23	Construction of new decks		N	C	
24	Removal of existing decks		N	C	
25	Alteration/addition of doors		N	C	
26	Installation of storm doors		X		
27	Removal of doors		N	C	
28	Repair/replacement of existing driveways when there is no change in design, materials, or general appearance	X			
29	Alteration/addition to existing driveways				X
30	Construction of new driveways				X
31	Removal of driveways				X
32	Repair/replacement of existing fences or walls when there is no change in design, materials, or general appearance	X			
33	Addition/alteration of fences or walls				X
34	Construction of new fences and walls				X
35	Removal of existing fences and walls				X
36	Repair/replacement of exposed foundations when there is no change in design, materials, or general appearance	X			
37	Alteration of exposed foundations		N	C	

38	Repair/replacement of gutters and downspouts when there is no change in design, materials, or general appearance	X			
39	Installation of gutters and downspouts				X
40	Removal of gutters and downspouts	X			
41	Installation of house numbers and mailboxes	X			
42	Minor plantings of flowers and shrubbery in existing beds	X			
43	Alteration/addition of gardens, planting beds, or shrubbery	X			
44	Removal of gardens, planting beds, or shrubbery	X			
45	Minor pruning of trees and/or shrubbery	X			
46	Removal of trees less than 8 inches in diameter, measured 4-1/2 feet above ground level		X		
47	Removal of trees 8 inches and greater in diameter, measured 4-1/2 feet above ground level			X	
48	Significant pruning of trees 8 inches and greater in diameter, measured 4-1/2 feet above ground level		X		
49	Addition of trees	X			
50	Removal of dead, diseased, or dangerous trees		X		
51	Repair/replacement of exterior lighting fixtures when there is no change in design, materials, or general appearance	X			
52	Installation/alteration of exterior lighting fixtures		X		
53	Removal of exterior lighting fixtures		X		
54	Repairs/replacement, including repointing, to existing masonry when the color and composition of the mortar match the original, and new brick or stone matches the original	X			
55	Installation of mechanical equipment, such as heating and air conditioning units				X
56	Installation of air conditioners in windows				X

57	Painting when there is no change in color	X			
58	Painting when there is a change in color which conforms to the approved color palette				X
59	Painting when there is a change in color which does not conform to the approved color palette			X	
60	Repair/Replacement of existing parking lots when there is no change in design, materials, or general appearance	X			
61	Alteration/addition to existing parking lots	X			
62	Construction of new parking lots	X			
63	Removal of parking lots	X			
64	Repair/replacement of existing patios when there is no change in design, materials, or general appearance	X			
65	Alteration/addition to existing patios				X
66	Construction of new patios				X
67	Removal of existing patios				X
68	Repair/replacement of sloped roof coverings when there is no change in design, materials, or general appearance (staff approval required when the color changes)	X			X
69	Alteration of sloped roof coverings		N	C	
70	Repair/replacement of flat roof coverings when there is no change in design, materials, or general appearance (staff approval required when the color changes)	X			X
71	Alteration of roof form to prevent damage to the resource		X		
72	Installation of satellite dishes and/or television antennas		X		
73	Repair/replacement of exterior surfaces when there is no change in design, materials, or general appearance	X			
74	Alteration/addition of exterior surfaces		N	C	
75	Removal of exterior surfaces		N	C	
76	Repair/replacement of Signs when there is no change in design, materials, or general appearance	X			
77	Installation of signs				X

78	Removal of existing signs	X			
79	Repair/replacement of exterior stairs , steps and handrails when there is no change in design, materials, or general appearance	X			
80	Alteration to exterior stairs, steps and handrails		N	C	
81	Construction of exterior stairs, steps and handrails		X		
82	Removal of exterior stairs, steps and handrails		N	C	
83	Repair to existing swimming pools when there is no change in design, materials, or general appearance	X			
84	Construction of swimming pools			X	
85	Alteration/construction/ removal of temporary features that are necessary to ease difficulties associated with a medical condition that will be removed when no longer needed	X			
86	Repair/replacement of existing vents and ventilators when there is no change in design, materials, or general appearance	X			
87	Alteration/installation of vents and ventilators				X
88	Removal of vents and ventilators	X			
89	Repair/replacement of existing walks when there is no change in design, materials, or general appearance	X			
90	Alteration/addition to existing walks	X			
91	Construction of new walks				X
92	Removal of walks	X			
93	Walls (see fences)				
94	Repair/replacement of windows when there is no change in design, materials, or general appearance	X			
95	Alteration of existing windows		N	C	
96	Addition/installation of new windows		N	C	
97	Installation of storm windows				X
98	Removal of windows		N	C	
99	Caulking and weather stripping windows when there is no change in design, materials, or general appearance	X			

100	Repair/replacement of other appurtenant Features and accessory site features not specifically listed when there is no change in design, materials, or general appearance	X			
101	Addition/alteration/ removal of other appurtenant features and accessory site features not specifically listed			N	C
102	Changes to previous certificates of appropriateness			X	
103	Renewal of expired certificates of appropriateness			X	
104	Emergency installation of temporary features to protect a historic resource (that do not permanently alter the resource); six month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness	X			

(Ord. 2005-O3, passed 3-15-2005) (Am. Ord. 2008-O33, passed 10-21-2008, Am. Ord. 2016-O10, passed 9-13-2016)