



## SWANSBORO HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS

Application # COA-2026-01

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: Christine Dery

MAILING ADDRESS: 225 N. Ridge Cir., Roxboro, NC

ADDRESS OF AFFECTED PROPERTY: 209 W. Main St., Swansboro 27574

PHONE NUMBERS: (Home) 407-415-1572 (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):

- Installing a sitting area where shed is (already approved for removal.)  
- Will match other decks + stairs in material + color: gray + white.
- Removal of tree between garage + current shed. (It is a structural issue with garage + new garage roof being installed.)
- Removal of large bush on left side of house behind porch steps + fence... Requires professional pruning twice a year at over \$100 each time.

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.

  
Signature of Applicant

11/10/2025  
Date

**STAFF USE ONLY**

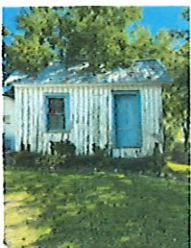
Application received by: Joeliv [Signature] Date: 12/17/25  
Application reviewed with applicant by: Dekeu [Signature] Date: 1/9/26  
How: In person \_\_\_\_\_ By Phone ☒  
Fee Paid: \$200 Receipt Number 200010590  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
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# Certificate of Appropriateness Application

## I. Sitting Area

(Photo 1 - Location for sitting area)

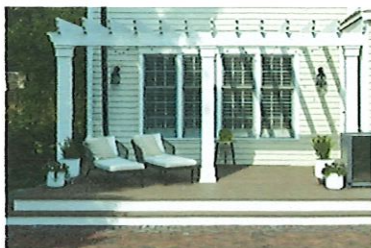


(Photo 2 - Color and Materials: wood - gray with white trim)



(Photo 3 - Design of Sitting Area)

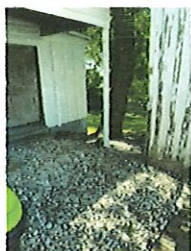
- it is not attached to the house, but will use the existing brick foundation from the old shed. The color will match the porches and stairs on the house (gray with white trim). There will be steps on the driveway side and the garage side. A bench type railing constructed of the same materials and colors will be along the rear side due to height for safety.



## **II. Tree Removal**

(Photo 4 and 5)

- This tree has been a concern for my insurance agent and my general contractor concerning the structural foundation of the garage as well as the new roof being installed. Removal of this tree will still leave me with 8 trees (5 large ones), on my property, which is a lot more than most other lots)



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## **III. Bush Removal**

(Photo 6)

- This bush is behind the fence and front porch steps. It grows very quickly and reaches over my 2nd story windows and overtakes the side gate walkway twice a year. It requires professional pruning which is \$150 each time. I would like to remove it and replace it with a more appropriately sized bush like a boxwood.

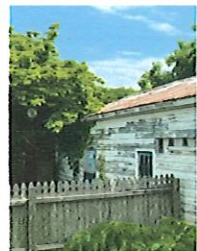
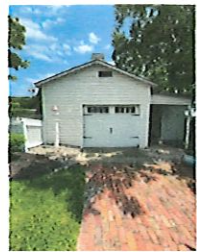


# MINOR WORK APPLICATION

## Garage Repair and Renovation

- ☐ New Roof: identical in appearance to current roof. Will match house roof
- ☐ Repair/replace and rotten or broken wood identical to what is there now and
- ☐ Replace broken windows/glass with same windows
- ☐ All new paint: identical to what is there now
- ☐ Replace broken garage door: to match existing one - white
- ☐ Run electrical power to garage and install exterior lights near door and in right side area with doors.(See photo 2)

(Photo 1 - Current condition)



(Photo 2)

