

**Application for Certificate of Appropriateness
to
Kinston Historic Preservation Commission**

I (we), the undersigned, do hereby make application for a Certificate of Appropriateness (COA) which will change the exterior appearance for the following plans and proposals located within the City of Kinston.

Property Historic District: ☐ Hill-Grainger ☐ Mitchelltown ☐ Trianon ☐ Queen-Gordon St. ☐ Commercial

Property Address _____

Property Owner & Contact Information _____

Is your property on the National register or a local designation? ☐ Yes ☐ No ☐ Maybe

TYPE OF PROJECT: (Check all categories that apply)

_____ New Construction	_____ Addition	_____ Repairs/Renovations
_____ Exterior Alteration	_____ Demolition	_____ Other (Explain) _____

PROPOSED WORK

DESCRIPTION: _____

I understand that this application, including all additional information, must be filed no later than ten (10) working days prior to the meeting of the Historic Preservation Commission. The package should include the application and all pertinent information to include but not be limited to engineered drawings, material specifications, photos of existing conditions, photos/illustration of proposed work similar to the proposed project. Property owners are urged to attend the meeting. Copies of all information submitted with this application will be retained by the Historic Preservation Commission.

Name of Applicant: _____

Applicant Address: _____

Phone Number: _____

Email: _____

Return Application To: **City of Kinston Planning Department
P O Box 339 / 207 E. King Street
Kinston N C 28502-0339**

OFFICE USE:

Received by: _____ **Date Received:** _____