

**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.

Historic District \_\_\_\_\_

Property Location \_\_\_\_\_

Property Owner & Contact Information \_\_\_\_\_

**TYPE OF PROJECT:** (Check all categories that apply)

New Construction       Addition  
 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) 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**

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**OFFICE USE:**

**Received by:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_