

Town of Waxhaw
316 N. Church St.
P.O. Box 617
Waxhaw, NC 28173
704-843-2195 (phone)
704-243-3276 (fax)



www.waxhaw.com

Date Received: _____

Received By: _____

CERTIFICATE OF APPROPRIATENESS APPLICATION

Application Number: COA-_____-_____
(Application Number to be filled in by staff)

Date of Application ____-____-____

Applicant Information

Name _____

Phone Number (Day) _____

Mailing Address _____

Property Owner Information

Name _____

Phone Number (Day) _____

Mailing Address _____

Property Information

Property Address _____

Parcel Number _____

Zoning _____

Are there structures existing on the property? Yes No Year Built _____

If yes, please list: _____

Which of the following are being requested? Minor Work (Staff) Major Work (WHPC)

Describe the project _____

- I have met with the Planning & Community Development staff to review my application request.
- I am aware of the Waxhaw Historic District Design Guidelines and how they apply to my property.

- I have attached the necessary and requested additional information to fully describe the appearance of the proposed work, such as site plans, elevations or sketches drawn to scale, or that reasonably approximate the scale and basic dimensions of the work, color samples, photographs, product brochures or other documents.
- If I am requesting demolition, I am aware that while the WHPC can not deny my application, they may stay it in order to find alternative solutions for my property.
- I am aware that Town of Waxhaw staff or WHPC members may enter upon private land at reasonable times to inspect the work or the site solely in performance of their duties.

The Waxhaw Historic Preservation Commission meets the second Thursday of each month at 6:30 pm at Waxhaw Town Hall. To the best of my knowledge, all of the information herein submitted is accurate and complete.

Signature of Property Owner

Date

Signature of Applicant

Date

<i>For Office Use Only</i>	
Completed Application Submitted on _____	
Application reviewed by (staff member) _____	
WHPC public hearing scheduled for _____	
Public Notice Filed on _____ in _____	
Notification to adjacent property owners mailed on _____	
Action of the WHPC _____	
Conditions, if any _____	

All of the information herein required has been submitted by the applicant and is included or attached with this application.	
_____ Signature of Zoning Administrator	_____ Date