



**Watauga County**

**Planning & Inspections**

(828)265-8043 • [p&i@watgov.org](mailto:p&i@watgov.org)

[www.wataugacounty.org](http://www.wataugacounty.org)

# Certificate of Appropriateness Application

## Property Information

Date: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Tax Parcel No.: \_\_\_\_\_

Location (Driving Directions): \_\_\_\_\_

## Type of Project (check all that apply)

New     Remodel/Addition     Conversion     Demolition

Other \_\_\_\_\_

## Proposed Use

Residential    Other \_\_\_\_\_

## Contact Information

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

## Application Fee

Minor Work - \$40.00  
Commission Approval - \$100.00

## Office Use Only

Application Number: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_

## **Application Submission Instructions:**

### Submissions to staff (Minor Work):

- Submit Certificate of Appropriateness Application
- Submit Plans and/or Detailed Scope of Work
- Applicable Fees

### Minor Work Examples:

- |   |  |
|---|--|
| • New Storage/Accessory Buildings           | New Ground Floor Decks/Patios                |
| • Installation/Replacement of Windows/Doors | Replacement of Missing Architectural Details |
| • Removal of Carports/Accessory Buildings   | Repair/Replacement of roof coverings         |

**Valle Crucis Historic Preservation Commission** meets 1<sup>st</sup> Tuesday of month. Submissions are due 28 days in advance of meeting.

### Submissions to the Valle Crucis Historic Preservation Commission require:

- Submit Certificate of Appropriateness Application
- Submit two (2) paper copies detailing the nature of construction. May include site plan, information pertaining to exterior finish materials, selected colors, windows and doors, photographs or other graphic material describing the work in detail.
- Applicable Fees

### Additional requirements depending on type of submission:

- NCDOT Driveway Connection Permit (Non-Residential Projects)
- Detailed drawings/location of any proposed sign(s)
-