



**Town of Aberdeen**  
**115 N. Poplar Street**  
**910-944-7024**  
**www.townofaberdeen.net**

## Certificate of Appropriateness Application

**PROPERTY ADDRESS** \_\_\_\_\_

**Contact Information:**

Name of Applicant: \_\_\_\_\_

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

Daytime Phone Number: \_\_\_\_\_

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

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

Daytime Phone Number: \_\_\_\_\_

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Year Built: \_\_\_\_\_ Architectural Style: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

Residential    Commercial    New Construction    Remodel and/or additions

-attach photo of property here-

**Written Description of Proposed Work:**

Please describe your proposed work accurately. Attach extra sheets and supplemental materials as requested in the submittal criteria checklist.

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**Submittal Criteria Checklist**

(all items required at submittal)

- Photograph(s) of structure and existing conditions from all relevant sides.
- Elevation drawings.
- Color samples.
- Samples of materials and description of location on structure.
- Landscaping Plan if applicable

Note: All illustrative drawing, photographs and samples must be submitted at the time of the application and be of sufficient size and detail to enable the Historic Preservation Commission to adequately review and consider the request.

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I understand that only work that is specifically listed on or attached to this form will be reviewed by the Historic Preservation Commission prior to commencement of work.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>HISTORIC PRESERVATION COMMISSION RECOMMENDATIONS</b>		<i>Staff Use Only</i>
<input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Denied		
_____ Historic Preservation Commission Chairperson	_____ Date	

MEMORANDUM to the Building Inspector: A Certificate of Appropriateness has been <input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>DENIED</b>			<i>Staff Use Only</i>
May issue a Building Permit: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>			
_____ Zoning Administrator	_____ Date		