



TOWN OF CHAPEL HILL  
 Planning & Sustainability

Planning: 919-969-5066 [planning@townofchapelhill.org](mailto:planning@townofchapelhill.org)

### Ephesus/Fordham Certificate of Appropriateness Application

A Certificate of Appropriateness must be approved prior to the issuance of a Form District Permit, Zoning Compliance Permit or any other permit granted for the purposes of constructing or altering buildings or structures. No exterior portions of any building or other structures, or any above-ground utility structure, may be erected, altered, restored, or moved within the Ephesus-Fordham Form District as defined in LUMO 3.11.2., until a Certificate of Appropriateness has been issued per LUMO 3.11.4.7.D.1 A Certificate of Appropriateness is not required for ordinary maintenance, repair, or any change certified by the Building Inspector or similar official as required for public safety per LUMO 3.11.4.7.D.2.

A Certificate of Appropriateness must be issued within 60 calendar days of acceptance of a complete application, either, issue, issue with conditions, deny the Certificate of Appropriateness, or applicant must request a time extension per LUMO 3.11.4.2.D.4. For additional information, please contact the Planning Department at (919) 969-5066 or at [planning@townofchapelhill.org](mailto:planning@townofchapelhill.org). Information on the form based code, including the adopted code itself, can be found at [www.townofchapelhill.org/ephesusfordham](http://www.townofchapelhill.org/ephesusfordham)

OFFICE USE:	Project Number:		
Submission Date		Meeting Date:	
Accepted Date:		Decision Deadline:	

**Section A: Project Information**

Project Name:			
Property Owner:		Parcel Identifier Number (PIN)(s):	
Project Address:			
Project Description:			

**Section B: Contact Information**

Name:					
Address:					
City:		State:		Zip Code:	
Phone Number:		E-Mail:			

The undersigned applicant hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate and hereby authorizes on-site review by staff.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Ephesus-Fordham Certificate of Appropriateness Application

## C. Procedures for Review

1. When considering a Certificate of Appropriateness, the Community Design Commission shall consider and make a determination by majority vote as to the completeness of application materials.
2. An application determined to be complete will be considered at the same meeting. During the same meeting the Community Design Commission may approve, approve with conditions, deny, or table the application.
3. An application determined to be incomplete by staff will not be heard at that same meeting. The applicant shall be notified in writing as to the deficiencies and shall be permitted to amend the application to provide a complete application.

## D. Submittal Requirements

A complete application includes the items listed below. Their absence will result in your application being considered incomplete. For assistance with this application, please contact the Chapel Hill Planning Department (Planning) at (919) 969-5066 or at [planning@townofchapelhill.org](mailto:planning@townofchapelhill.org). For detailed information, please refer to the Description of Detailed Information handout.

	<b>Application fee</b> ( <a href="#">refer to fee schedule</a> )	Amount Paid \$	<input type="text"/>
	<b>Digital Files</b> - provide digital files of all plans and documents		
	<b>Mailing list of owners of property within 100 feet perimeter of subject property</b> ( <a href="#">see GIS notification tool</a> )		
	<b>Mailing fee for above mailing list</b>	Amount Paid \$	<input type="text"/>
	<b>Written Narrative describing the proposal</b> — See below		
	<b>Plan Set</b> — see below		
	<b>Reduced Site Plan Set (reduced to 8.5"x11")</b>		

## 1. Written Narrative

This section of the application allows the Commission to see the current state of the property, to visualize the proposed changes, and to assess the impact in the context of the Code. Describe all proposed changes to the property, list all materials to be used, and address the criteria (listed below) that the Commission uses to determine appropriateness. Presenting your proposal with these criteria in mind will provide a clear basis for the Commission's deliberations.

- a) The exterior construction materials, including textures and patterns;
- b) The architectural detailing such as lintels, cornices, brick bond, and foundation materials;
- c) The proportion, shape, location, pattern, and size of any elements of fenestration (windows, doors);
- d) The accessory fixtures and other features (including masonry walls, fences, light fixtures, steps and pavement)
- e) Elevations and dimensions
- f) Interior floor plan

Provide photographs of existing property and elevation drawings of the proposed changes. Depict changes in as much detail as possible, paying special attention to those features which the Commission uses to determine appropriateness. The visual description must include dimensions.

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### 2. Plan Sets (10 copies to be submitted no larger than 24"x36")

Plans should be legible and clearly drawn. All plan sets sheets should include the following:

- Project Name
- Legend
- Labels
- North Arrow (North oriented toward top of page)
- Property Boundaries with bearing and distances
- Scale (Engineering), denoted graphically and numerically
- Revision dates and professional seals and signatures, as applicable

### 2.A Cover Sheet

- a) Include Project Name, Project fact information, PIN, Design team

### 2.B Area Map

- a) Project name, applicant, contact information, location, PIN, & legend
- b) Dedicated public amenity space and recreation space,
- c) Zoning district boundaries
- d) Property lines, project names of site and surrounding properties, significant buildings
- e) Existing roads (public & private), rights-of-way, sidewalks, driveways, street names

### 2.C Detailed Site Plan

- a) Existing and proposed building locations
- b) Roads, topography, features, existing vegetation, vistas (on & off-site)
- c) Location, arrangement & dimension of vehicular parking, number of spaces, typical pavement sections & surface type
- d) Lighting fixtures
- e) Landscaping pertaining to building elements, and construction trailer location

### 2.D Detailed Exterior Building Elevations

- a) Detailed Building Elevations
  - A detailed list including all materials, textures, and colors for each building. If all buildings are the same, a combined list of materials, texture, and colors is acceptable. All windows, doors, light fixtures, and other appurtenant features must indicate type, style, and color.
  - A straight-on, one-dimensional view of each street-facing building façade.
  - Color renderings, sketches, or perspective drawings.
  - Do not include signage
- b) Cross-Sections: Provide simple, typical cross-section(s) indicating how the buildings are placed on the site in relationship to topography, public access, existing vegetation, or other significant site features.
- c) Above ground utility structures. Show how these units will be screened from the view of any relevant public rights-of-way.