

ARTICLE XV — CERTIFICATE OF APPROPRIATENESS LIST

The following list is provided as a general outline of the level of review that may be expected for various types of projects that are often undertaken. It is not intended to be comprehensive, and cannot cover every circumstance that will be encountered in a project. The assignment of work to a review category is a guideline and staff may assign a given project a higher level of review.

A Certificate of Appropriateness is not necessary for **Routine Maintenance**, which includes repair or replacement where there is no change in the design, materials, or general appearance of elements of the structure or grounds. Certificates of Appropriateness are issued for all other projects. Any repair or replacement where there is a change in the design, materials, or general appearance is defined as an alteration and needs a Certificate of Appropriateness.

Minor Work projects are reviewed by the staff. Staff will refer Minor Work projects to the COA Committee for review if in staff’s judgment the change involves alterations, additions, or removals that are substantial, do not meet the guidelines, or are of a precedent-setting nature.

Major Work projects are reviewed by the Commission's COA Committee. In general, major work projects involve a change in the appearance of a structure or site, and are more substantial in nature than routine maintenance or minor work projects, such as new construction, expansion of a building footprint, or significant changes in landscape features.

	TYPE OF WORK	STAFF REVIEW (minor work)	CERTIFICATE OF APPROPRIATENESS COMMITTEE (major work)
0	ROUTINE MAINTENANCE (includes repair or replacement where there is no change in the design, materials, or general appearance of elements of the structure or grounds)	NO REVIEW	NO REVIEW
1	Construction of a new primary structure		X
2	Additions less than 25% to a primary structure		X
3	Additions 25% or greater to a primary structure		X
4	Demolition of any primary contributing structure		X
5	Demolition of any primary non-contributing structure		X
6	Relocation of structures		X
7	Removal of any contributing part of a structure		X
8	Alteration/Removal of Archeologically Significant Features		X
9	Alteration of Accessory Structures with no expansion of building footprint	X	
10	New Accessory Structures with total area less than 144 sq. ft.	X	
11	New Accessory Structures with total area 144 sq. ft. or greater		X

	TYPE OF WORK	STAFF REVIEW (minor work)	CERTIFICATE OF APPROPRIATENESS COMMITTEE (major work)
12	Additions to Accessory Structures with total area less than 144 sq. ft	X	
13	Additions to Accessory Structures with total area 144 sq. ft. or greater		X
14	Demolition of Accessory Structures that are architecturally or historically significant		X
15	Demolition of Accessory Structures that are not architecturally or historically significant with total area less than 144 sq. ft.	X	
16	Demolition of Accessory Structures that are not architecturally or historically significant with total area 144 sq. ft. or greater		X
17	Alteration/Construction/Removal of Architectural Details	X	
18	Alteration/Construction/Removal of Awnings	X	
19	Alteration/Construction/Removal of existing Canopies	X	
20	Alteration of Carports/Porte Cocheres	X	
21	Construction/Addition to/Removal of Carports/Porte Cocheres		X
22	Alteration/Construction/Removal of service/utility Chimneys	X	
23	Alteration/Construction/Removal of character-defining Chimneys		X
24	Alteration/Addition to/Construction of Decks with a maximum height 42" or less	X	
25	Alteration/Addition to/Construction of Decks with a maximum height greater than 42"		X
26	Construction of new Decks with a maximum height 42" or less	X	
27	Construction of new Decks with a maximum height greater than 42"		X
28	Removal of Decks	X	
29	Alteration/Removal of Doors /door openings/trim	X	
30	Installation of Doors /door openings/trim	X	
31	Alteration/Removal of Dormers		X
32	Construction of Dormers		X
33	Construction of Driveways	X	

	TYPE OF WORK	STAFF REVIEW (minor work)	CERTIFICATE OF APPROPRIATENESS COMMITTEE (major work)
34	Alteration/Removal of Driveways	X	
35	Alteration/Construction/Removal of Fences, Walls 42" or less in height	X	
36	Alteration/Construction/Removal of Fences, Walls greater than 42" in height		X
37	Alteration of exposed Foundations	X	
38	Alteration/Construction/Removal of Gardens, Planting Beds, or Shrubbery affecting less than: 25% of front yard area (from house face); 50% of total side and rear yard area (Minor plantings of Flowers and Shrubbery in existing beds is considered Routine Maintenance and no Certificate of Appropriateness is required)	X	
39	Alteration/Construction/Removal of Gardens, Planting Beds, or Shrubbery affecting 25% or more of front yard area (from house face); 50% or more of total side and rear yard area		X
40	Alteration/Construction/Removal of Gutters and Downspouts	X	
41	Construction of Hedges or other Screen Plantings 42" or less in mature height	X	
42	Construction of Hedges or other Screen Plantings greater than 42" in mature height		X
43	Removal of existing Hedges or other Screen Plantings greater than 42" in height		X
44	Pruning of Hedges originally installed for the specific purpose of screening views	X	
45	Alteration/Construction/Removal of House Numbers	X	
46	Review of Landscape Master Plans affecting less than: 25% of front yard area (from house face); 50% of total side and rear yard area	X	
47	Review of Landscape Master Plans affecting 25% or more of front yard area (from house face); 50% or more of total side and rear yard area		X
48	Alteration/Installation/Removal of exterior Lighting Fixtures	X	
49	Alteration/Installation/Removal of Mailboxes	X	
50	Installation/relocation/removal of Mechanical Equipment , such as heating and air conditioning units	X	

	TYPE OF WORK	STAFF REVIEW (minor work)	CERTIFICATE OF APPROPRIATENESS COMMITTEE (major work)
51	Painting when there is a change in color	X	
52	Painting of previously unpainted masonry		X
53	Alteration/Removal of existing Parking Lots	X	
54	Construction of/Addition to Parking Lots		X
55	Alteration/Addition to/Removal of existing Patios	X	
56	Construction of new Patios	X	
57	Alteration of existing Porches	X	
58	Construction/Addition to/Removal of Porches		X
59	Alteration/Addition to/Construction/Removal of Ramps or Lifts	X	
60	Alteration of Roof coverings	X	
61	Alteration of Roof form		X
62	Installation of Satellite Dishes and/or Television Antennas	X	
63	Construction/Alteration/Removal of existing Shutters	X	
64	Alteration/Installation/Removal of Signs	X	
65	Installation of Skylights	X	
66	Alteration/Construction/Removal of exterior Stairs and Steps	X	
67	Construction of new exterior Stairs and Steps	X	
68	Alteration/Construction/Removal of Storefronts	X	
69	Alteration/Construction/Removal of Storm Doors	X	
70	Alteration/Construction/Removal of Storm Windows	X	
71	Alteration/Construction/Removal of exterior Surfaces	X	
72	Alteration/Addition to/Construction of Swimming Pools		X
73	Removal of Swimming Pools	X	
74	Planting of New Trees with a mature size 8 inches and greater in diameter, measured 4-1/2 feet above ground level	X	

	TYPE OF WORK	STAFF REVIEW (minor work)	CERTIFICATE OF APPROPRIATENESS COMMITTEE (major work)
75	Removal of Trees with a combined stem girth of 8 inches and greater in diameter, measured 4-1/2 feet above ground level		X
76	Removal of dead, diseased, or dangerous Trees with a combined stem girth of 8 inches and greater in diameter, measured 4-1/2 feet above ground level when a replacement tree is proposed	X	
77	Removal of dead, diseased, or dangerous Trees with a combined stem girth of 8 inches and greater in diameter, measured 4-1/2 feet above ground level when no replacement tree is proposed		X
78	Removal of Trees with a combined stem girth of 8 inches and greater in diameter, measured 4-1/2 feet above ground level damaging historic resources when a replacement tree is proposed	X	
79	Removal of Trees with a combined stem girth of 8 inches and greater in diameter, measured 4-1/2 feet above ground level damaging historic resources when no replacement tree is proposed		X
80	Pruning of Tree Limbs 4" or greater in diameter	X	
81	Installation/Alteration/Removal of Vents and Ventilators	X	
82	Alteration/Construction/Removal of existing Walks	X	
83	Construction of new Walks	X	
	Walls: see Fences		
84	Alteration/Removal of existing Windows , sash, opening or trim	X	
85	Installation of new Windows	X	
86	Installation of Window Air Conditioners	X	
87	Alteration/Construction/Removal of other non-contributing Appurtenant Features and Accessory Site Features not specifically listed	X	
88	Alteration/Construction/Removal of other contributing Appurtenant Features and Accessory Site Features not specifically listed		X
89	Most changes to previous Certificates of Appropriateness	X	
90	Changes to previous Certificates of Appropriateness deemed by staff to be substantial in nature		X

	TYPE OF WORK	STAFF REVIEW (minor work)	CERTIFICATE OF APPROPRIATENESS COMMITTEE (major work)
91	Renewal of expired Certificates of Appropriateness	X	
92	Review of Programmatic Certificate of Appropriateness applications		X
93	Review of specific exterior changes covered under approved Programmatic Certificates of Appropriateness	X	
94	Removal of any Prohibited Element described in the historic development standards listed in Raleigh City Code § 10-2052	X	
95	Alteration/Construction/Removal of Temporary Features that are necessary to ease difficulties associated with a medical condition, not to exceed 6 months	X	
96	Emergency installation of Temporary Features to protect a historic resource (that do not permanently alter the resource): six month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness	X	
97	Emergency installation of Temporary Features to weatherproof or stabilize damaged property following a natural disaster or declared state of emergency: six month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness	X	
98	Emergency restoration or maintenance of any existing Above-Ground Utility Structure following a natural disaster or declared state of emergency, as long as repair results in substantially the same exterior appearance and location as before the disaster or emergency	X	
99	Work Items not listed here for which a clear citation can be made for conformance with the historic development standards	X	
100	Work Items not listed here that are deemed by staff to be substantial in nature, precedent setting, not addressed by the historic development standards, or not in conformance with the standards		X

ARTICLE XVI — AMENDMENTS

These by laws and rules of procedure may be amended by a two-thirds vote of the members present and voting at any regular meeting of the Commission, provided that the total votes in favor of the amendment is a majority of the membership of the Commission, and provided that the text of the proposed amendment has been presented at the previous meeting and provided to the members at least two weeks in advance of the regular meeting at which it is to be voted upon.