



QUESTIONS?
Call or email us!

Town of Chapel Hill
Office of Planning and Sustainability
Development Services 919-969-5066
planning@townofchapelhill.org

Chapel Hill Historic District Certificate of Appropriateness Application		Project: #19-100
Project Description: ATF pavers - color not approved.	Permit:	
	STAFF REVIEW	
	☐ Application complete and accepted	
	☐ Application not complete and returned with a notation of deficiencies	
	BY: Anya Grahn DATE: 8.15.19	
Instructions: Submit one paper copy and a digital copy of all application materials collated in one file (pdf preferred) Deadlines: Applications are due by the close of business 30 calendar days prior to the scheduled meeting date. Note: Only complete applications may be accepted for Certificate of Appropriateness review. Applications that are not complete will be returned with a notation of deficiencies.		

A: Property Information			
Property Address: 313 East Franklin St		Parcel ID Number:	
Property Owner(s): Epsilon Beta Chi Omega Wooten, ann@gmail.com		Email:	
Property Owner Address: 313 East Franklin St			
City: Chapel Hill	State: NC	Zip: 27514	Phone: 919-270-1785
Historic District: ☐ Cameron-McCauley ☒ Franklin-Rosemary ☐ Gimghoul			Zoning District:

B: Applicant Information	
Applicant: David L. Phillips	Role (owner, architect, other): Construction Manager
Address (if different from above): 701 Gibsonville Office,	
City: Elon	State: NC Zip: 27244
Email: David.L.Phillips@Yaleo.com	Phone: 336-601-6159

C. Application Type (check all boxes that apply)	
☐ Minor Work Exterior works that do not involve any substantial alterations, and do not involve additions or removals that could impair the integrity of the property and/or the district as a whole. See Design Guidelines (p. 69) for a list of minor works.	
☐ Historic District Commission Review Includes all exterior changes to structures and features other than minor works	
☒ Site-work only (walkways, fencing, walls, etc.)	☐ After-the-fact application (for unauthorized work already performed).
☐ Restoration or alteration	☐ Demolition or moving of a site feature.
☐ New construction or additions	☐ Request for review of new application after previous denial
☐ Sign	



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F. Checklist of Application Materials

Attach the required elements in the order indicated.	ATTACHED? TO BE COMPLETED BY APPLICANT		TO BE COMPLETED BY TOWN STAFF		
	YES	N/A	YES	N/A	NO
1. Written description of physical changes proposed. Describe clearly and in detail the physical changes you are proposing to make. Identify the materials to be used (siding, windows, trim, roofing, pavements, decking, fencing, light fixtures, etc.), specify their dimensions, and provide names of manufacturers, model numbers, and specifications where applicable.	☒	☐	☐	☐	☐
2. History, context, and character information. Please include a summary of what information you have relied on to understand the relevant character and history of the district and subject property—and briefly summarize that information. At a minimum, include: ☐ Current property information for the lot and all structures, including Building Sketches and Building Details, from Orange County Real Estate Data. ☐ The entry of your property on the most recent inventory of historic resources in the relevant National Register for Historic Places filing, available via the NC State Historic Preservation Office website: for McCauley-Cameron see West Chapel Hill, for Franklin-Rosemary see Chapel Hill Historic District, for Gimghoul see Gimghoul. (If yours is one of the few properties in McCauley-Cameron or Franklin-Rosemary that has not yet been inventoried, please indicate that.)	☐	☐	☐	☐	☐
3. Justification of appropriateness. Attach an annotated statement explaining how the proposed change(s) meets the following standards of appropriateness that the Commission considers in making findings of fact indicating the extent to which the application is or is not congruous with the historic aspects of the historic district. If a standard is not applicable, type "not applicable". A. The height of the building in relation to the average height of the nearest adjacent and opposite buildings. B. The setback and placement on lot of the building in relation to the average setback and placement of the nearest adjacent and opposite buildings. C. Exterior construction materials, including texture and pattern. D. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials. E. Roof shapes, forms, and materials. F. Proportion, shape, positioning and location, pattern, and size of any elements of fenestration. G. General form and proportions of buildings and structures. H. Appurtenant fixtures and other features such as lighting. I. Structural conditions and soundness. J. Architectural scale.	☐		☐	☐	☐
4. Photographs of existing conditions are required. Minimum image size 4" x 6" as printed or the digital equivalent. Maximum 2 images per page.	☐	☐	☐	☐	☐



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5. Site Plan Set showing existing and proposed conditions. (Min. scale: 1 in. = 20 ft.) ☐ Site plans must show the relationships between, and dimensions of, existing and proposed buildings, additions, sidewalks, walls, fences, driveways, and/or other structures on the property, as well as property lines and applicable zoning setbacks. ☐ Include both written and drawn scales and show accurate measurements. You may also use a copy of a survey with surveyor's seal deleted. Revise the copy as needed to show existing conditions and your proposed work. ☐ Indicate the area of all structural footprints (existing and proposed) in square feet; also, indicate lot size in square feet.	☐		☐	☐	☐
6. Elevation Drawings showing existing structural facades and proposed changes. Drawings should be submitted as 11" x 17" or 8-1/2" x 11" reductions of full-size drawings. All details should be reasonably legible. Photographs are okay for facades with no changes. ☐ Elevation drawings showing all proposed changes above current grade from front, back, and both sides. ☐ Include scale bar, written scale, and label major dimensions (including width of structures and heights from finished grade to fascia/eaves and heights to top of roofs). ☐ Label materials to be used (roofing, siding, windows, trim, light fixtures, etc.)	☐	☐	☐	☐	☐
7. Information about context (required for all construction of new structures, proposed impervious surfaces greater than 1500 SF, additions greater than 150 SF, and/or proposed land disturbance greater than 5000 SF.) Detailed information about lots and structures can be found on the Orange County Real Estate Data website; information about lot placement can be found on the Chapel Hill and Orange County GIS portals. For each of the nearest adjacent and opposite properties, provide: ☐ The height of each building (if an estimate, indicate that). ☐ The setbacks and lots placement of each building (an image from the Town GIS database, including scale, is sufficient). ☐ The size of each lot (net land area in square feet). ☐ The size of all buildings on the nearest adjacent and opposite properties, including building footprint areas, Floor Areas (in square feet), and Floor Area Ratios. Provide current figures from Orange County Real Estate Data; indicate any corrections for accuracy you believe necessary and your basis for doing so.	☐	☐	☐	☐	☐
8. Demolition/Relocation Information (required only if demolition or relocation of a feature is proposed). ☐ Provide a written description of architectural features, additions, remodeling, and any alterations to the structure(s). Make note of any outbuildings on the site plan of the property. ☐ Provide a history of the structure, giving the construction date and architect or carpenter, briefly noting any significant events, persons and/or families associated with the property. Provide current exterior photographs of the property (4" x 6" as printed or the digital equivalent). If information is	☐	☐	☐	☐	☐



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unknown, please provide a summary of sources consulted.					
☐ If an argument about structural soundness is being made, attach a signed and sealed report from a professional engineer.					
☐ As necessary, attach a statement explaining how a delay in demolition would cause the property owner to suffer extreme hardship or be permanently deprived of all beneficial use or return from such property by virtue of the delay.					
☐ Provide any records about the structure to be demolished.					
9. Mailing notification fee per Planning & Sustainability Fee Schedule . For a list of addresses, please refer to the Town's Development Notification Tool .	☐		☐	☐	☐
10. Certificate of Appropriateness fee per Planning & Sustainability Fee Schedule	☐		☐	☐	☐

G: Applicant signature

I hereby certify that I am authorized to submit this application; that all information is correct to the best of my knowledge, and all work will comply with the State Building Code and all other applicable State and local laws, ordinances, and regulations.

I acknowledge and agree that the Historic District Commission members, Town employees, and Town agents may enter, solely in performance of their official duties and only at reasonable times, upon the applicant's property for examination or survey thereof pursuant to North Carolina General Statute 160A-400.8. However, no member, employee, or agent of the Historic District Commission may enter any private building or structure without the express consent of the owner or occupant thereof.

I understand and agree that an approved Certificate of Appropriateness is valid only for the particular application, plans, specifications and related project details presented to, and approved by, the Historic District Commission. If any of the data contained in this application, any plans or any specifications presented to the Commission are changed or altered for any reason, including, but not limited to, changes or alternations deemed practically necessary during construction, required due to subsequent Town reviews, or otherwise, a new hearing before the Historic District may be required. By signing below, the applicant agrees to notify the Development Services Center of any changes or alternations in the data contained in this application, the approved plans or the approved specifications related to the project that is the subject of this application.

Hearings on Certificate of Appropriateness applications before the Commission are quasi-judicial proceedings. Therefore, Historic District Commission members are not permitted to discuss a pending application with the applicant or other party. By signing below, the applicant agrees to refrain from speaking with or contacting any member of the Historic District Commission about an application outside of the formal evidentiary hearing on the application.

<i>David L. Phillips</i>	<i>David L. Phillips</i>	<i>8/19/2019</i>
Applicant (printed name)	Signature	Date
Property Owner (if different from above)	Signature	Date



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D. Basic information about size, scale, and lot placement.

Provide measurements in feet and square feet where applicable. Where possible, please provide accurate measurements from a licensed surveyor, architect, engineer, etc. If exact measurements are not available, please provide estimated information. Current estimated information about lots and buildings can be found on the [Orange County Real Estate Data](#) website. Information about lot placement can be found on the [Chapel Hill](#) and [Orange County Interactive GIS](#) portals.

Zoning District:	Minimum setbacks			Maximum heights		Lot size	
	Street	Interior	Solar	Primary	Secondary		
Required by zoning							
Proposed							
	Existing	Change +/-	Total	Total Floor Area Ratio			
Floor Area (main structure)				Existing	Proposed	ISA/NLA ratio	
Floor Area (all other)						Existing	Proposed
Impervious Surface Area (ISA)							
New Land Disturbance							

E: Applicable Design Guidelines

The Town's [Design Guidelines for the Chapel Hill Historic Districts](#) are integral to the application and review process. These guidelines supplement the required review criteria for Certificate of Appropriateness applications (provided in [Section 3.6.2\(e\)\(4\)](#) of the Land Use Management Ordinance) by providing detailed, practical considerations for how to make changes to properties while preserving the special character of their Historic District context. Please review the Design Guidelines and consider their applicability to your proposed project. (Attach additional sheets, as necessary.)

Section/Page	Topic	Brief description of the applicable aspect of your proposal

8/9/2019

Chi Omega Sorority house 313 East Franklin street, Chapel Hill, NC 27514

We removed existing pavers from the entire property listed above. We installed new pavers of a brown shade within the same dimensions as removed pavers. Prior to this work being performed we made calls to town of Chapel Hill planning and inspections and also to Chapel Hill Historical Society to gain approval to preform this work. The town of Chapel Hill and the Historical Society representative all told us that as long as we stayed within the same dimensions of the existing pavers, we needed no permits or additional approval. At this time there was never any mention from anyone about color of the pavers to remain red.

Regards,

David L. Phillips

 8/9/2019



Before



Before



Before



Before



Before



Before



Before



Before



Before



Before



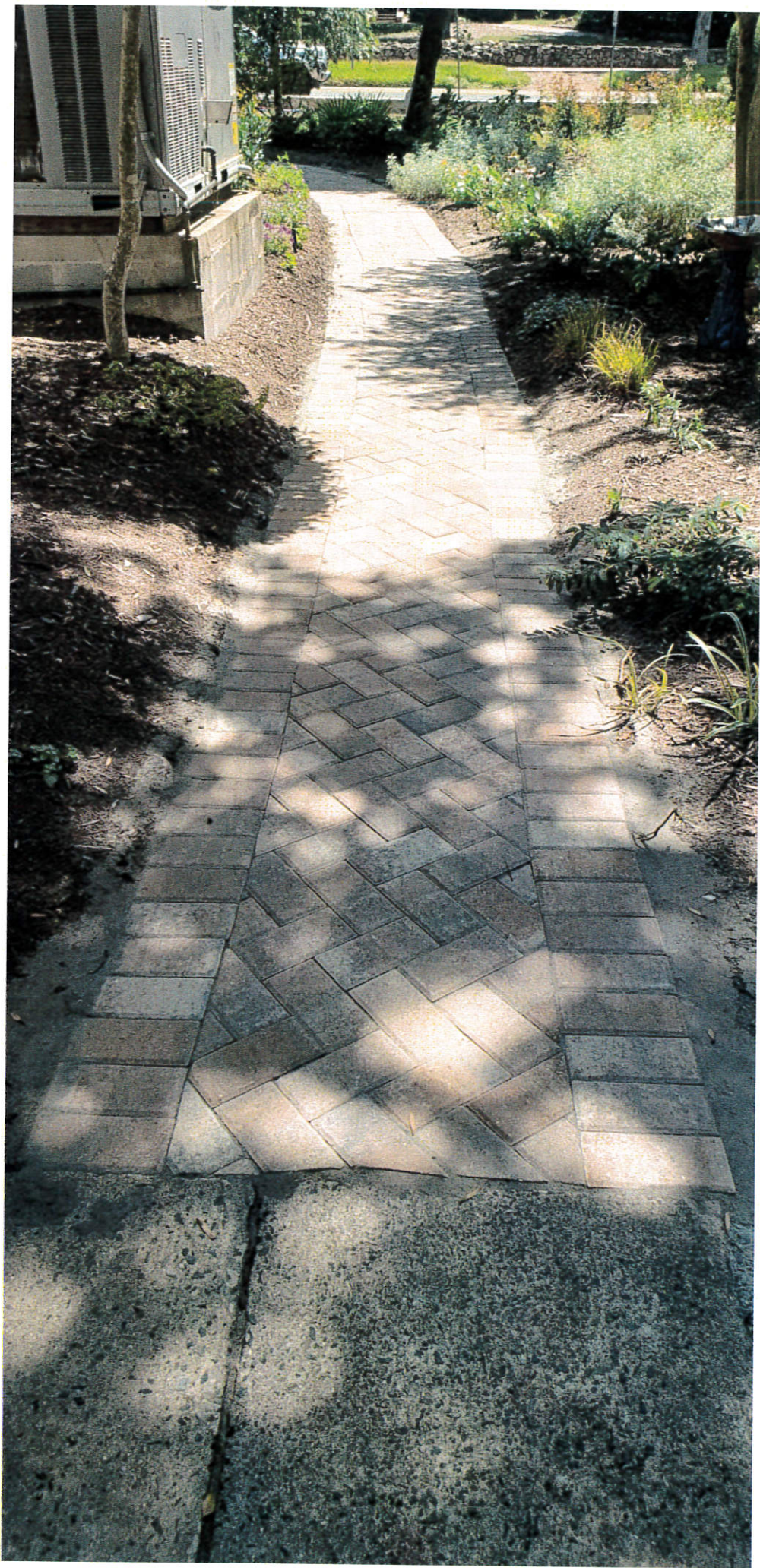
Before



Before



Before



After



After



After



After



After



After



After



After



After