

Levels of Review

Levels of Review	Staff	HDC
Ordinary Maintenance and Repair including but not limited to:	X	
Repainting previously painted surfaces		
Repairing or reglazing a window		
Removal of non-historic fences, including those constructed of synthetic materials or chain link	X	
Removal of non-historic exterior commercial or residential light fixtures without composing the architectural integrity of the building	X	
Removal of satellite dish	X	
Removal of non-historic storm windows and doors	X	
Any work deemed ordinary maintenance or repair by staff	X	
Disaster preparedness and planning		X
Construction of new buildings or accessory buildings		X
Walls and fences		
New or like-kind replacement of wood or metal (not chain link or synthetic materials) fences no more than 6 ft. in	X	

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height in side or rear yards or 4 ft. in height in front yards		
Pet enclosures and wire garden fences	X	
Fieldstone or other landscape walls		X
Walkways, driveways, and off-street parking		
New walkways, or alterations to existing walkways including realignment, on private property when constructed of red brick, Chapel Hill grit, gravel, or concrete	X	
New or replacement materials for driveways or parking areas, including realignment, when constructed of gravel, concrete, or red brick	X	
Exterior Lighting		
Installation of non-historic exterior commercial and residential light fixtures made of wood, glass, or metal in traditional locations that do not compromise the architectural integrity of the building	X	
Signage		
Signs that do not require a sign permit	X	
All other signs		X

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Foundations		
Like-kind replacement of historic or non-historic foundation-level windows, except vinyl or vinyl-clad windows, matching the material, design, and muntin configuration of the original	X	
New foundation-level windows or replacements that are not like-kind		X
New or replacement vents at foundation level	X	
Roofs, gutters, and chimneys		
New or like-kind replacement of roofing materials	X	
Gutters and downspouts that match the house or trim if no architectural features are removed or obscured	X	
Unpainted copper gutters and downspouts, if no architectural features are removed or obscured	X	
Removal of non-historic rear chimneys that are not visible from the street	X	
Reconstruction of missing portions of historic chimneys based on photographic or physical evidence	X	
Porches, entrances, and balconies		
New or replacement porches, entrances, or balconies		X

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New <u>s</u> tairs or steps limited to no more than three (3) steps that do not require a handrail on side and rear elevations	X	
Exterior walls, trim, and ornamentation		
Removal of non-historic siding material and restoration of the original natural siding material based on photographic or physical evidence	X	
Addition of dormers		X
Windows and shutters		
Replacement of original wood windows with matching materials and design when the original wood window is deteriorated beyond repair	X	
Replacement of non-historic windows, except vinyl or vinyl-clad windows, matching the material, design, and muntin configuration of the original	X	
New windows or removal of existing windows		X
Exterior doors		
Replacement of original wood doors with matching materials and design when the original wood door is deteriorated beyond repair	X	

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Replacement of non-historic doors, except vinyl doors, matching the material and design of the original	X	
New exterior doors or removal of existing exterior doors		X
Commercial storefronts		
New storefronts or façade renovation		X
New or replacement awnings made of traditional materials such as canvas, fabric, or metal	X	
Accessibility and life safety concerns		
New or replacement accessibility ramps that are compatible with the design, scale, materials, and finish of the existing building and do not require removal of historic building materials or features	X	
New or replacement fire stairs when constructed of metal and on side or rear building elevations	X	
Sustainability and energy efficiency		
New or replacement window AC units	X	
New or replacement mechanical, electrical, or plumbing equipment, such as HVAC units or generators, located in rear or side yards or in front yards (when there is no other practical or	X	

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available location for the equipment) in locations that minimize visibility from the street to the extent practicable		
Solar panels	X	
Installation of new storm windows and doors	X	
Decks and patios		
Patios constructed of natural stone, red brick, concrete, or pavers located in rear or side yards, including any retaining walls surrounding the patio when constructed of a similar material	X	
Wood decks on the rear or side of a building	X	
Minor projects that do not require building permits because of cost or because they involve non-structural changes	X	
Additions		X
Demolition of existing buildings or structures		

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Demolition of existing accessory buildings or structures less than 50 years of age or constructed outside of the period of significance (as identified by the National Register nomination or based on photographic or other physical evidence)	X	
All other demolitions		X
Public right-of-way		
Signage (exempt from permitting requirements), walkways (as mentioned above), driveways (as mentioned above), utility poles, or other equipment in the public right-of-way	X	
Changes to Certificate of Appropriateness		
Any changes that fall within Town staff's approval authority as outlined in the table	X	
Minor changes not previously approved by the Commission on site plans or minor changes to elevations not visible from the street so long as they do not significantly alter the design, materials, scale, massing, or overall appearance as shown on the HDC-approved plans	X	
Changes deemed by Town staff to not be substantial in nature	X	

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Renewal of Certificate of Appropriateness		
Renewal of an expiring certificate of appropriateness where no change to approved plans is proposed, and there has been no change to circumstances under which the certificate was initially approved.		
Staff may approve a single time extension for up to 12 months if: <ul style="list-style-type: none"> The certificate holder submits the extension request within 60 days of the expiration date The certificate holder has proceeded with due diligence and good faith; and Conditions have not changed so substantially as to warrant commission reconsideration of the approved project	X	
Subsequent time extensions		X

Items not regulated		
Little free libraries		
Security cameras		
Mailboxes		

