



Watauga County

Planning & Inspections

(828)265-8043 • p&i@watgov.org

www.wataugacounty.org

Certificate of Appropriateness Application

Property Information

Date: _____

Subdivision Name: _____

Tax Parcel No.: _____

Location (Driving Directions): _____

Type of Project (check all that apply)

☐ New ☐ Remodel/Addition ☐ Conversion ☐ Demolition

Other _____

Proposed Use

☐ Residential Other _____

Contact Information

Applicant: _____

Address: _____

Telephone #: _____ Email: _____

Owner: _____

Address: _____

Telephone #: _____ Email: _____

Primary Contact: _____

Telephone #: _____ Email: _____

Application Fee

Office Use Only

Minor Work - \$50.00
Commission Approval - \$200.00

Application Number: _____
Fee Paid: _____ Date: _____

Application Submission Instructions:

Submissions to staff (Minor Work):

- Submit Certificate of Appropriateness Application
- Submit Plans and/or Detailed Scope of Work
- Applicable Fees

Minor Work Examples:

- | | |
|---|--|
| • New Storage/Accessory Buildings | New Ground Floor Decks/Patios |
| • Installation/Replacement of Windows/Doors | Replacement of Missing Architectural Details |
| • Removal of Carports/Accessory Buildings | Repair/Replacement of roof coverings |

Valle Crucis Historic Preservation Commission meets 1st Tuesday of month. Submissions are due 28 days in advance of meeting.

Submissions to the Valle Crucis Historic Preservation Commission require:

- Submit Certificate of Appropriateness Application
- Submit two (2) paper copies detailing the nature of construction. May include site plan, information pertaining to exterior finish materials, selected colors, windows and doors, photographs or other graphic material describing the work in detail.
- Applicable Fees

Additional requirements depending on type of submission:

- NCDOT Driveway Connection Permit (Non-Residential Projects)
- Detailed drawings/location of any proposed sign(s)