



## Certificate of Appropriateness Supplemental Requirements

### \*In addition to Residential Zoning-Building OR Admin Zoning Compliance Permit Requirements

Certificate of Appropriateness applications are subject to review and approval by the Historic District Commission as well as by Town staff. For assistance with this application, please contact the Chapel Hill Planning Department.

Please submit all materials listed on this sheet, in addition to all materials listed on the Residential Zoning-Building Permit Application Requirements handout, no later than the **2<sup>nd</sup> Thursday of the month before 4:00pm**. Materials must be collated and folded to fit into a 12" x 15" envelope. The Historic District Commission meets on the second Thursday of each month. For confirmation of a meeting date and the placement of your request on the agenda, please call the Planning Department.

### Required Application Materials

(In addition to Residential Zoning-Building Permit Requirements)

An Electronic copy of each document is required in addition to paper copies.

#### Provide a single set of the following materials:

- 1. Recorded plat or deed verifying property current ownership
- 2. Recorded Plat of easements, right-of-way, and dedications, if applicable
- 3. Mailing of Property Owners, applicable within 100 feet of property boundaries  
The Town will prepare a formal notice to be mailed to surrounding property owners about the application. You may find it helpful to discuss the proposed changes with your neighbors in person so you can address their concerns both in your planning and presentation.
- N/A 4. Stamped & addressed envelopes to above mailing list with Town address as return address, if applicable.

#### Provide 10 collated sets of the following for the Historic District Commission:

- 5. Reduced Site Plan Set (reduced to 8.5"x11")
- 6. Building Elevation (label building height from top of roof to finished grade line)
- N/A 7. Floor Plan, only if accessory apartment or within Neighborhood Conservation District
- 8. Written Description

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 height of the building in relation to the average height of the nearest adjacent and opposite buildings;
- b) The setback and placement of the building on the lot in relation to the average setback and placement of the nearest adjacent and opposite buildings;
- c) The exterior construction materials, including textures and patterns;
- d) The architectural detailing such as lintels, cornices, brick bond, and foundation materials;
- e) The roof shape, form, and materials;
- f) The proportion, shape, location, pattern, and size of any elements of fenestration (windows, doors);
- g) The general form and proportion of the buildings;
- h) The accessory fixtures and other features (including lighting fixtures, hardware, awnings, etc);
- i) The architectural scale in relation to existing structures and surrounding buildings; and
- j) Structural conditions and soundness.

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. 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. The visual description must include dimensions. For new buildings and major additions, the visual description must include the interior floor plan.

N/A

**9. Information Regarding Surrounding Properties**

For new construction or large projects, the applicant is required to provide information on:

- The height of the nearest adjacent and opposite buildings;
- The setback and placement of the nearest adjacent and opposite buildings;
- The scale of the nearest adjacent and opposite buildings, including percentage of lot coverage.

N/A

**10. Demolition Information (if applicable)**

Provide a 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.

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E

1  
3



20120827000194430 DEED  
BK: RB5431 Pg: 532  
08/27/2012 03:30:35 PM 1/5

FILED Deborah B. Brooks  
Register of Deeds, Orange Co., NC  
Recording Fee: \$26.00  
NC Real Estate TX: \$4100.00

RC

DB

**NORTH CAROLINA GENERAL WARRANTY DEED**

Excise Tax: \$4,100.00

Parcel Identifier No. 9788354796 Verified by EB County on the \_\_\_ day of \_\_\_, 20\_\_

By: \_\_\_\_\_

Mail/Box to: Charles F. Powers, III, Poyner Spruill, 301 Fayetteville Street, Suite 1900, Raleigh, NC 27601

This instrument was prepared by: Charles Gordon Brown, Brown & Bunch, PLLC, 101 N. Columbia Street, Chapel Hill, NC 27514 (w/o benefit of title examination)

Brief description for the Index: \_\_\_\_\_

THIS DEED made this 21 day of August, 2012, by and between

GRANTOR

THE WESLEY FOUNDATION OF THE UNIVERSITY OF NORTH CAROLINA, INCORPORATED, a charitable or religious corporation organized under Chapter 55A of the North Carolina General Statutes  
214 Pittsboro Street  
Chapel Hill, NC 27516

GRANTEE

MICHAEL F. BURBIDGE, Bishop of the Roman Catholic Diocese of Raleigh, North Carolina and his successors in office  
715 Nazareth Street  
Raleigh, NC 27606

Enter in appropriate block for each Grantor and Grantee: name, mailing address, and, if appropriate, character of entity, e.g.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the Town of Chapel Hill, Chapel Hill Township, Orange County, North Carolina and more particularly described as follows:

\*\*\*See Exhibit A attached hereto and incorporated herein by this reference.\*\*\*

The Certificate of Compliance of Carl H. King, Chair, Board of Higher Education and Campus Ministry, North Carolina Annual Conference, Southeastern Jurisdiction, of the United Methodist Church, is attached hereto as Exhibit B and incorporated herein by this reference.

The property hereinabove described was acquired by Grantor by instrument recorded in Book 204 page 620.

All or a portion of the property herein conveyed \_\_\_ includes or  does not include the primary residence of a Grantor.



A map showing the above described property is recorded in Plat Book \_\_\_\_\_ page \_\_\_\_\_, Page \_\_\_\_\_.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

\*\*\*See Exhibit C incorporated herein by this reference.\*\*\*

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

The Wesley Foundation of the University of North Carolina, Incorporated (SEAL)  
Print/Type Name: \_\_\_\_\_

By: James E. Kocher (Entity Name)

Print/Type Name & Title: James E. Kocher, Co-Chairperson, Board of Directors (SEAL)  
Print/Type Name: \_\_\_\_\_

Attest: David Horton (SEAL)  
Print/Type Name & Title: David Horton, Secretary Print/Type Name: \_\_\_\_\_

State of \_\_\_\_\_ - County or City of \_\_\_\_\_  
I, the undersigned Notary Public of the County or City of \_\_\_\_\_ and State aforesaid, certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires: \_\_\_\_\_ Notary Public  
(Affix Seal) Notary's Printed or Typed Name \_\_\_\_\_

State of North Carolina - County of Orange  
I, the undersigned Notary Public of the County of Alamance and State aforesaid, certify that David Horton personally came before me this day and acknowledged that he is the Secretary of the Board of Directors of The Wesley Foundation of the University of North Carolina, Incorporated, a charitable or religious corporation organized under Chapter 55A of the North Carolina General Statutes, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by James E. Kocher, Co-Chairperson of the Board of Directors, and attested by himself as its Secretary. Witness my hand and Notarial stamp or seal, this \_\_\_\_\_ day of August 2012.

My Commission Expires: 3/2017  
(Affix Seal) Cynthia B. Foust Notary Public  
Notary's Printed or Typed Name \_\_\_\_\_

State of \_\_\_\_\_ - County or City of \_\_\_\_\_  
I, the undersigned Notary Public of the County or City of \_\_\_\_\_ and State aforesaid, certify that \_\_\_\_\_  
Witness my hand and Notarial stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires: \_\_\_\_\_ Notary Public  
(Affix Seal) Notary's Printed or Typed Name \_\_\_\_\_

EXHIBIT A



to

General Warranty Deed

from

The Wesley Foundation of the University  
of North Carolina, Incorporated

to

Michael F. Burbidge, Bishop of the  
Roman Catholic Diocese of Raleigh,  
North Carolina and his successors in office

Beginning at an existing iron pipe in the westerly line of Pittsboro St., a common corner with the property of the State of North Carolina; thence with the westerly line of Pittsboro St. South 19 degrees 41 minutes 00 seconds East 116.03 feet to an existing iron pipe, a common corner with the property of the Roman Catholic Diocese of Raleigh, North Carolina; thence with said Diocese line South 70 degrees 39 minutes 17 seconds West 252.53 feet to an existing iron pipe in the line of the University of North Carolina; thence with said University line North 19 degrees 56 minutes 50 seconds West 116.04 feet to an existing iron pin, common corner with the property of Madison Partners LLC and the State of North Carolina; thence with said State line North 70 degrees 39 minutes 22 seconds East 253.07 feet to the point and place of Beginning as being shown on plat entitled "Property of Roman Catholic Diocese of Raleigh, North Carolina" prepared by Barry L. Scott, Professional Land Surveyor and bearing date of 06-05-12, as revised on 06-12-12 and 06-14-12.


PIN: 9788354796

13323\01\M\013Exhibit A to General Warranty Deed

EXHIBIT B  
CERTIFICATE OF COMPLIANCE



I, Carl H. King, Chair of the Board of Higher Education and Campus Ministry of the North Carolina Annual Conference, Southeastern Jurisdiction, of The United Methodist Church, agree to the transfer of this property and hereby certify that the transfer of this property complies with the requirements of *The Book of Discipline of The United Methodist Church 2008* and the rules of said Board of Higher Education and Campus Ministry consistent with *The Book of Discipline*.

  
\_\_\_\_\_

Carl H. King  
Chair, Board of Higher Education and Campus Ministry  
North Carolina Annual Conference, Southeastern Jurisdiction, of The United Methodist Church

State of North Carolina -- County of Orange

I certify that the following person(s) personally appeared before me this day, acknowledging to me that he voluntarily signed the foregoing document for the purposes stated therein and in the capacity indicated, Carl H. King, Chair of the Board of Higher Education and Campus Ministry of the North Carolina Annual Conference, Southeastern Jurisdiction, of The United Methodist Church.

Witness my hand and Notarial stamp or seal, this 23<sup>rd</sup> day of August, 2012.

My Commission Expires: 1/3/2017      Cynthia B. Foust  
Cynthia B. Foust Notary Public

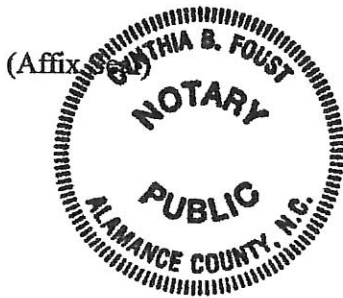


EXHIBIT C

to

General Warranty Deed

from

The Wesley Foundation of the University  
of North Carolina, Incorporated

to

Michael F. Burbidge, Bishop of the  
Roman Catholic Diocese of Raleigh,  
North Carolina and his successors in office



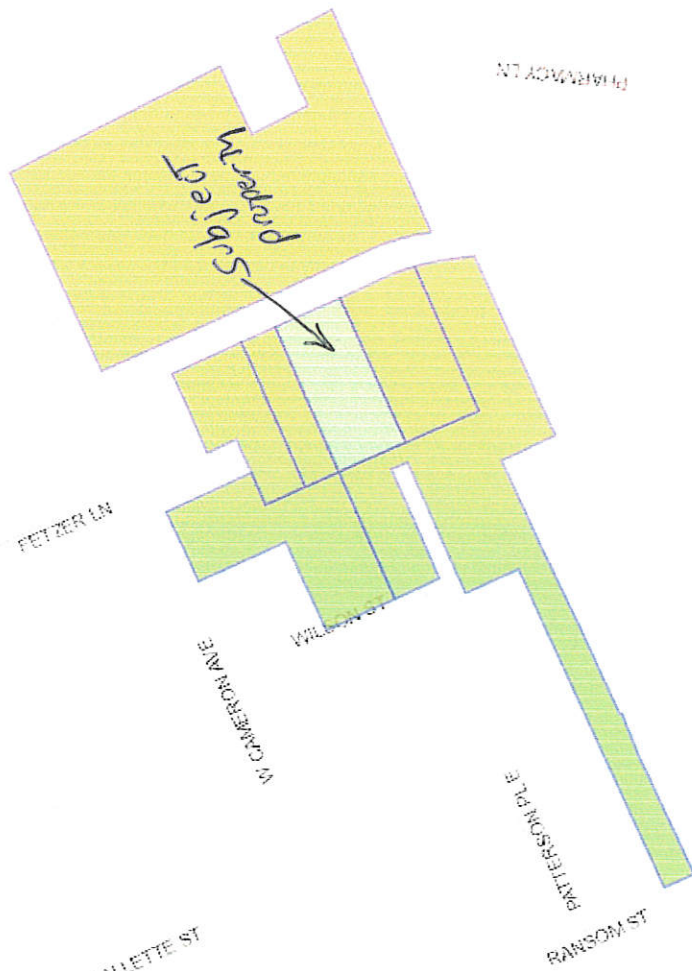
**Exceptions**

1. 2012 real property ad valorem taxes, if any, a lien from and after January 1, 2012, but not yet due and payable.
2. All matters of survey shown on that certain Boundary Survey - Property of Roman Catholic Diocese of Raleigh, North Carolina by B.L. Scott & Co., P.L.S., dated June 5, 2012 and last revised June 14, 2012.
3. All rights-of-way and easements of public record.
4. Any variation between the metes, bounds and courses stated in the Grantor's source of title (Deed Book 204, Page 620, Orange County Registry) based on the 1940 survey of R.M. Trimble, Reg. Eng., and the metes, bounds and courses recited in this General Warranty Deed based on the 2012 survey of B.L. Scott & Co., P.L.S.

13323\01\M\014Exhibit C to General Warranty Deed

properties within 100'

N



200 m

1:1005

SCOTT ST

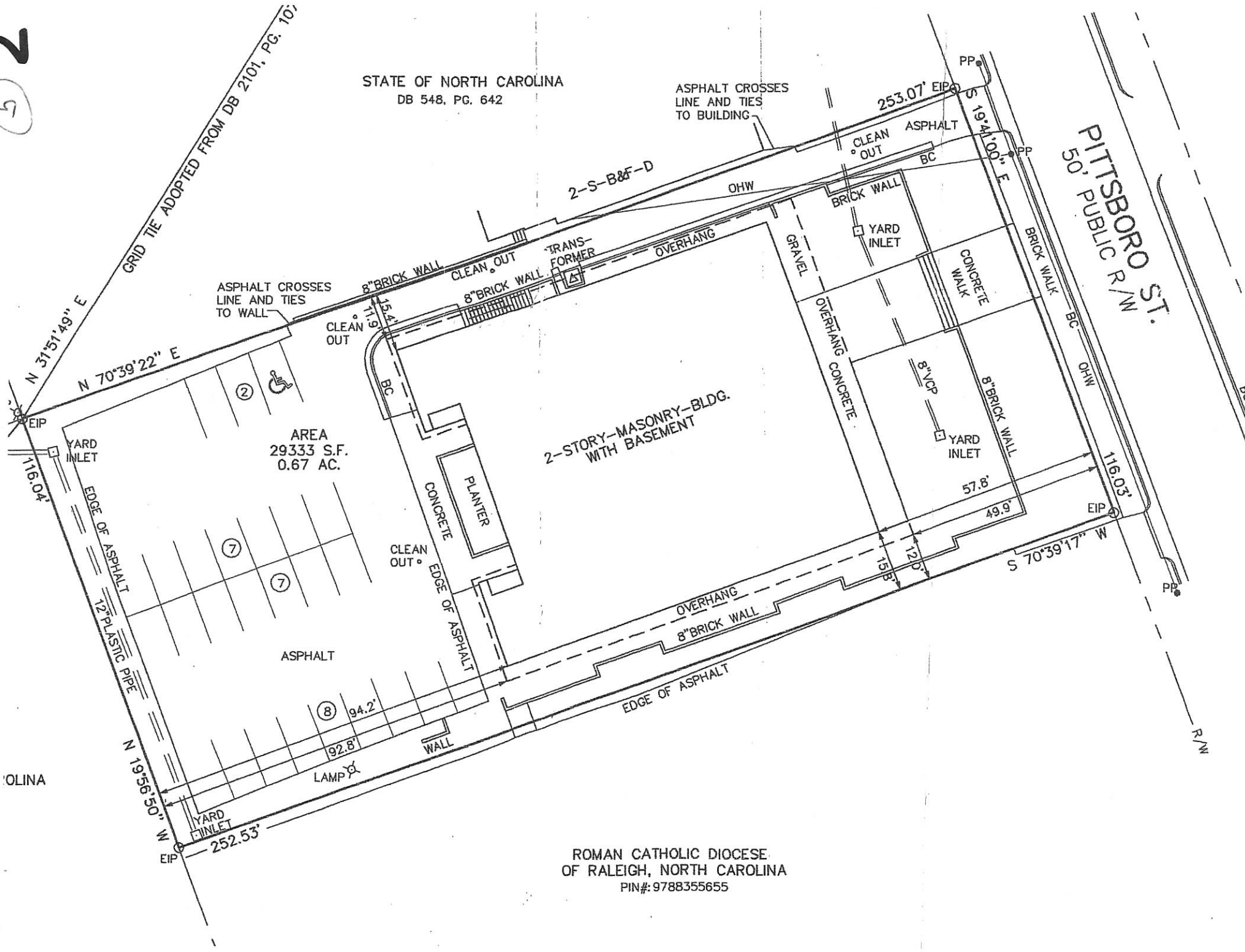


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5

STATE OF NORTH CAROLINA  
DB 548, PG. 642

ASPHALT CROSSES  
LINE AND TIES  
TO BUILDING

PITTSBORO ST.  
50' PUBLIC R/W



AREA  
29333 S.F.  
0.67 AC.

2-STORY-MASONRY-BLDG.  
WITH BASEMENT

ROMAN CATHOLIC DIOCESE  
OF RALEIGH, NORTH CAROLINA  
PIN#: 9788355655

OLINA

6



243 NC-86  
Chapel Hill, North Carolina  
Street View - Sep 2014

↑  
24'  
↓

#### 8. Written Description – Newman Activity Center Signage

The Catholic Diocese of Raleigh purchased the building at 214 Pittsboro St. (formerly the Methodist Wesleyan Center) in July of 2013. This building is used primarily to house the administrative offices, student activities, and catechesis formation for the Newman Catholic Student Center Parish located next door at 218 Pittsboro St. The signage for the Wesleyan Center was removed upon transfer of the property and currently there is no signage.

A permit application has been submitted to place one ground sign to identify the building as the Newman Catholic Student Center Parish and to designate the parking entrance at the driveway that exists between the buildings. The sign will be a monument style brick support that matches the building.

In addition, a sign will be placed on the front façade that identifies the building as the Newman Activity Center – to distinguish it from the church next door.

Please refer to the supporting documentation for the placement, appearance and material construction of the signs.



**LEGEND**

 Site Boundary



**SOURCE:**

Bing Maps



**FIGURE 2**

**2011 AERIAL PHOTOGRAPH**  
Wesley Foundation Building  
214 Pittsboro Street  
Chapel Hill, Orange County, North Carolina  
ECS PROJECT NO. 06-19541A





There are no signs currently on the property

239 NC-86  
Chapel Hill, North Carolina  
Street View - Sep 2014

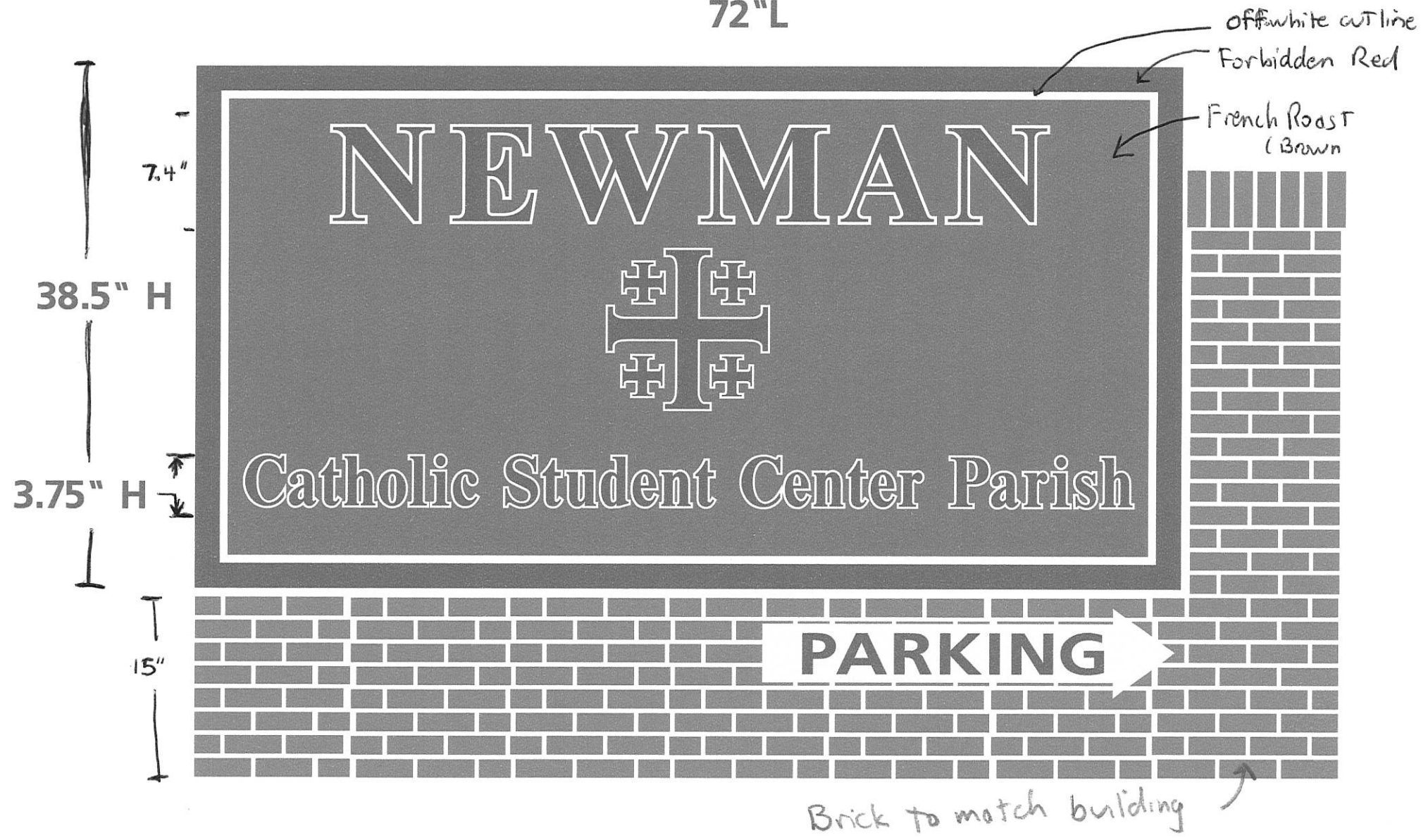


# GROUND SIGN

Note: these are not the true colors

Sandblasted Cedar Wood

72" L

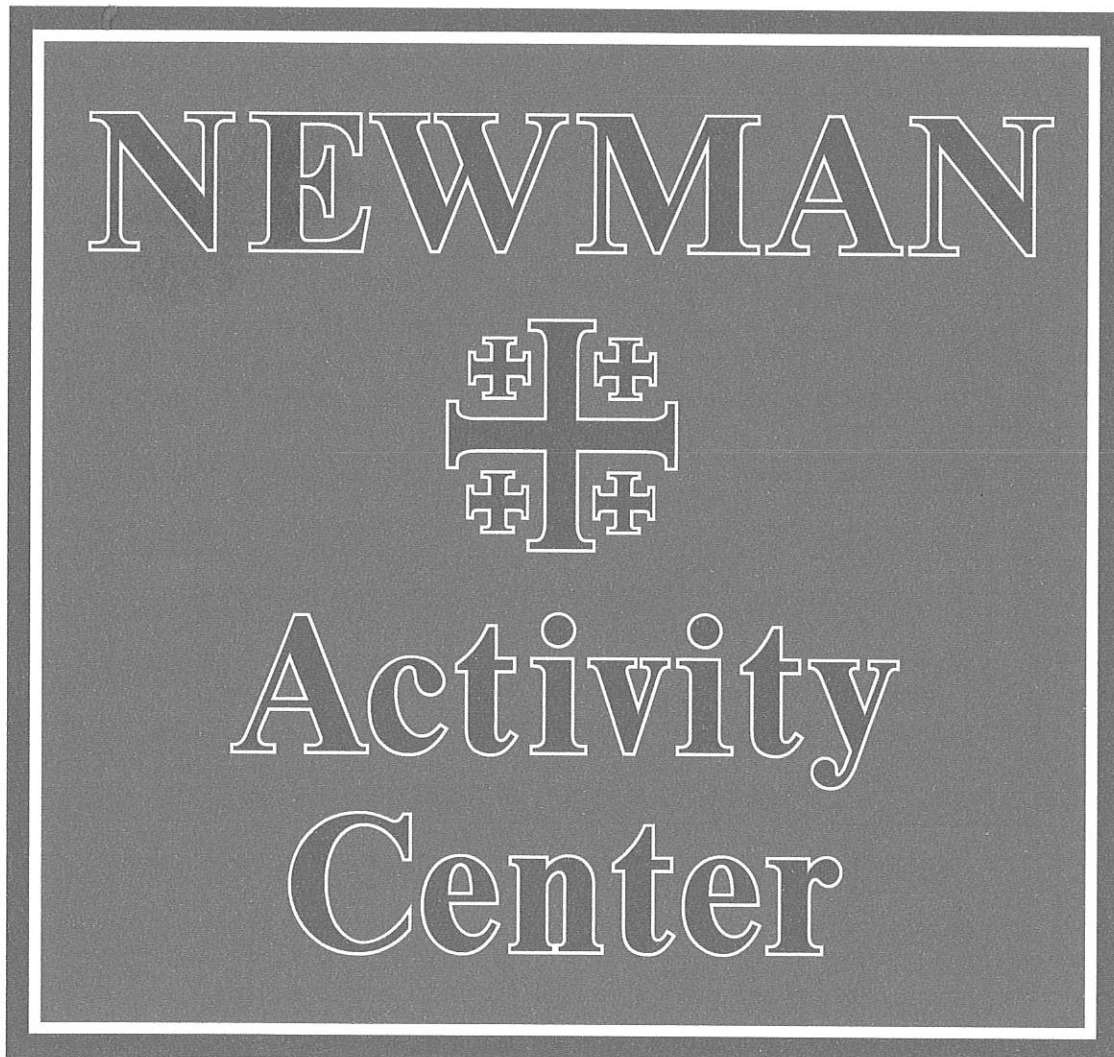




# Wall Sign

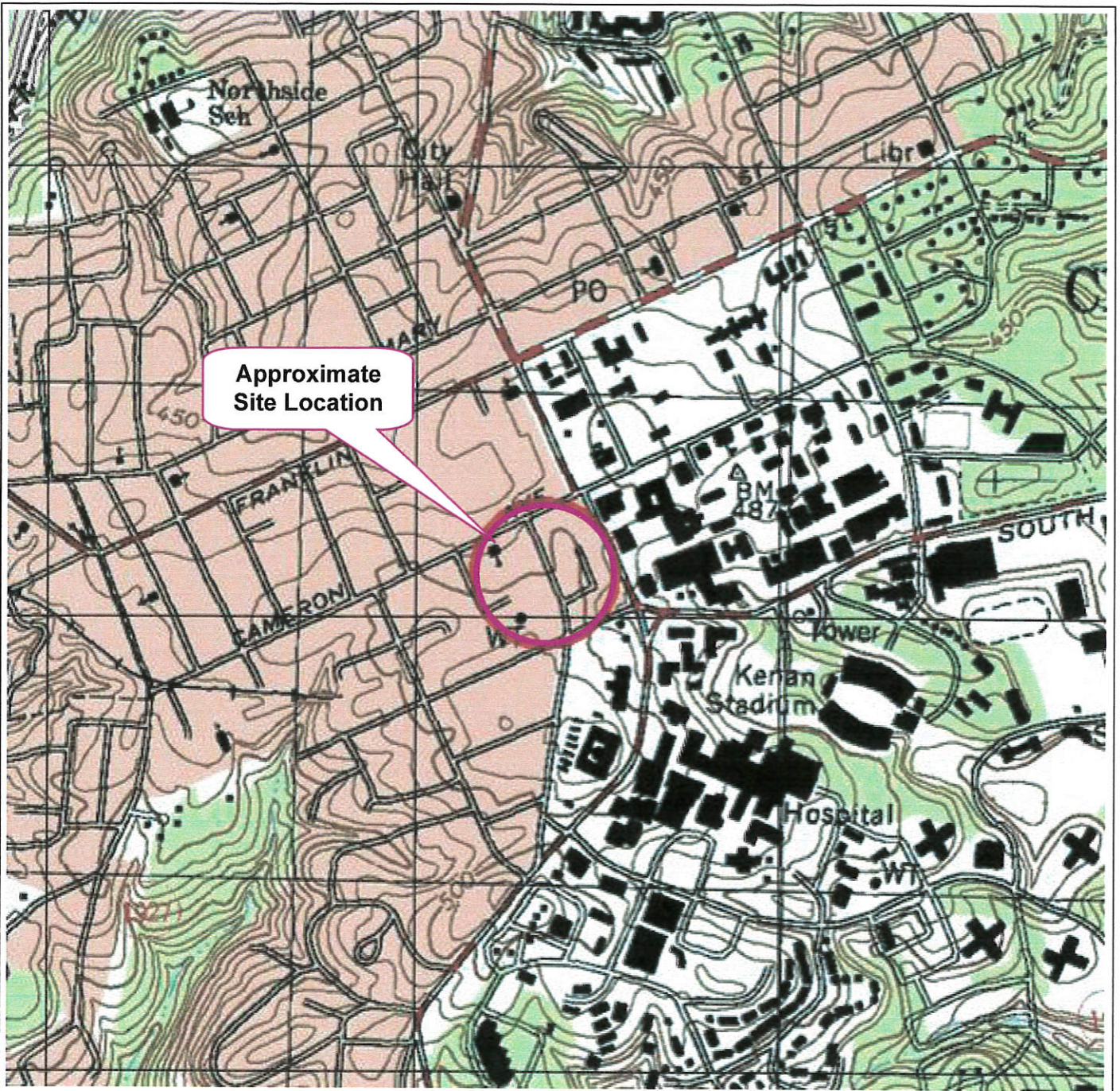
*Sandblasted Cedar wood*

**48" L**



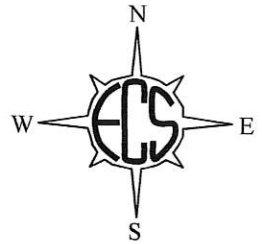
**45" H**

*Note: these are not the true colors*



**LEGEND**

 **Approximate Site Location**



**SOURCE:**

United States Geological Survey 7.5-Minute Series Topographic Maps:  
Chapel Hill, North Carolina,  
Created 1998



**FIGURE 1**

**USGS TOPOGRAPHIC MAP**  
Wesley Foundation Building  
214 Pittsboro Street  
Chapel Hill, Orange County, North Carolina  
ECS PROJECT NO. 06-19541A