



North Carolina  
Main Street

NC Department of Commerce - Community Development - Office of Urban Development  
100 East Six Forks Road, Suite 200 4313 Mail Service Center Raleigh, NC 27699-4313  
Telephone: (919) 571 – 4900 Fax: (919) 571 – 4951

## Request for Urban Development Design Services

Date: \_\_\_\_\_

Individual Requesting Services: \_\_\_\_\_

Position/ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_  check if preferred method of contact

Email: \_\_\_\_\_  check if preferred method of contact

Property Owner / Tenant's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_  check if preferred method of contact

Email: \_\_\_\_\_  check if preferred method of contact

**Property Address:** \_\_\_\_\_

\*\*Date structure was built: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Is property located downtown?  Yes  No

Is property located in a National Register Historic District?  Yes  No

\*\*\* If yes, Please provide a copy of the structure's listing in the nomination.

### What Design Services are you requesting?

***Conceptual plans are designed to meet the Secretary of the Interiors Standards:***

[http://www.nps.gov/hps/tps/standguide/rehab/rehab\\_standards.htm](http://www.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm)

New Color Scheme  New Awnings  Restore Windows

Conceptual Façade Improvements for Tax Credit application

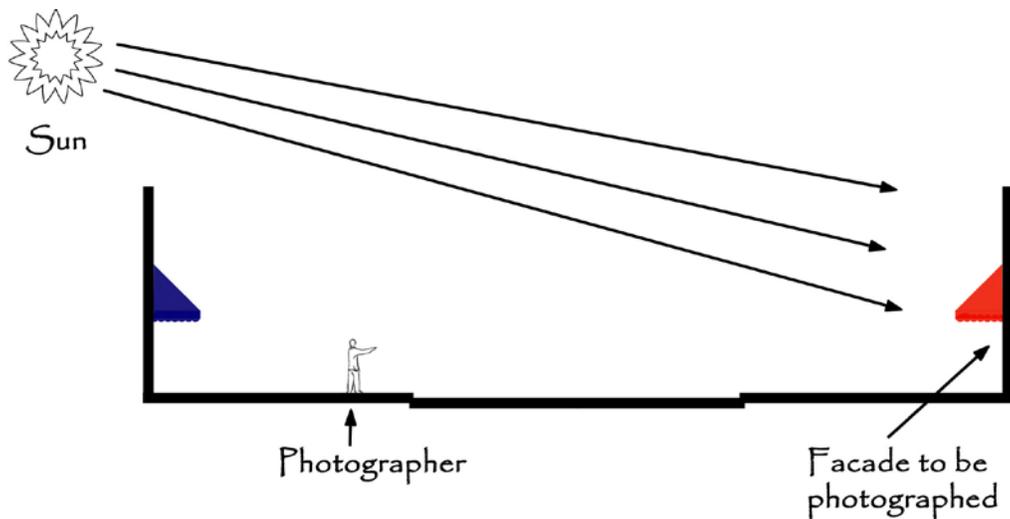
Conceptual Façade Improvements for another grant application - \_\_\_\_\_  
(name of grant)

Other: \_\_\_\_\_

## Items you must provide to complete request:

- Property Physical Address
- Contact Information
- Digital photograph(s) of the property's façade **and** architectural details
- National Register Historic District description of building(s)

How to take photographs that the design team can use:



Useable Pictures:



Photo captures the full façade. There is no light glare and there are no visual obstacles (parked cars, trees, shadows).



Photo captures the full façade. Good light. Tree and bushes do not obstruct view of bulkheads.