



Charlotte Historic District Commission

Application for a Certificate of Appropriateness

To be completed by staff

Date Received _____ Contributing Structure Y/N ____
 Received by _____ COA Required Y/N ____
 Application # _____
 Date Application Verified Complete _____

The Charlotte Historic District Commission (HDC) and Staff assists homeowners in retaining the character-defining architectural features of homes in local historic districts. The HDC process is quasi-judicial and its members are appointed by the Mayor and City Council. The HDC Staff administers the process for the review of applications for Certificate of Appropriateness (COA). A COA is typically required in advance of performing exterior work, except routine maintenance. A building permit, if required, will not be issued without an approved COA. While many changes can be approved by Staff (administrative review), they will help you determine which process to follow. The administrative review process typically takes 5-10 business days and full HDC reviews are conducted monthly. See the [HDC Application Deadline & Meeting Schedule for specific deadlines.](#)

1. APPLICATION INSTRUCTIONS

1. Read the Charlotte Historic District Commission [Policy & Design Guidelines](#) (Guidelines) PRIOR to applying for a COA. Consult with staff prior to filing your application and submit electronically to: charlottehdc@charlottenc.gov, or mail hard copies to the Charlotte Mecklenburg Planning Department-Charlotte Historic District Commission, 600 East 4th Street, Charlotte, NC 28202. Staff will assist you in determining the appropriate review process. Incomplete applications will cause delays in processing. Click [here](#) for the HDC web page.
2. Drawings and supporting documentation should be submitted electronically, preferably in PDF format (see contact information on page 2). If electronic files cannot be submitted one set of hardcopy scaled drawings may be submitted. Plan sheets shall be a minimum 11"x17" and up to 24" x 36".
3. For full HDC reviews a complete application for a (COA) must be submitted on or before the dates listed in the HDC schedule to allow time for staff to review the proposal, consult with applicants and provide public notice of the HDC hearing agenda. A complete application consists of this form, all required submission materials, and any applicable fee for your project as listed on page 3 of this form. Incomplete applications will not be processed. See the online [Application Guide](#) for submission standards.

2. APPLICANT INFORMATION

OWNER (Record title property owner)

Name		
Company		
Mailing Address		
City	State	Zip
Phone		
Email		
Signature ¹	Date	

APPLICANT (If other than owner)

Name		
Company		
Mailing Address		
City	State	Zip
Phone		
Email		
Signature	Date	

SITE

Address	Historic District	Parcel Identification Number

¹Applications will not be accepted as complete without a signature of the record title property owner.

3. PLAN SUBMISSION REQUIREMENTS

Clear and thorough information allows the Commission to ensure your project is reviewed by the right parties, and in a timely manner. Information deemed incomplete by staff or the Commission may cause delays in the review process. Please make sure items on the checklist on page 3 are provided in the submission to make sure all aspects of the project are adequately explained so we can provide the best possible service. All photos, notes, and descriptions must be clear and legible. Submit a separate application for each proposed project (Example - A project with an Addition to a house *and* New Construction of a detached garage require separate applications).

5. PROJECT DESCRIPTION (ATTACH ADDITIONAL SHEETS IF NECESSARY)

6. FILING FEES: EFFECTIVE JULY 1, 2016

Project	Application Fee	Description
Administrative Review	NA	See pages 23-24 of the HDC Policy and Design Guidelines.
Minor Review	\$545.00	Additions less than 25% of the existing principal structure and certain accessory structures visible from public rights of way such as garages on corner lots.
Major Review	\$1,025.00	<ol style="list-style-type: none"> 1. Major additions that are more than 25% of the existing principal structure. 2. Additions taller or wider than the existing structure. 3. Painting previously unpainted masonry 4. New construction of principal structures.
Major Review with building height survey	\$2,100.00	Demolition of principal structures.

7. PRE-APPLICATION MEETING

For projects that require a full HDC review contact staff to schedule an appointment to meet with HDC staff for project consultation. Charlotte-Mecklenburg Planning Department, Historic Districts Division, 704-336-2205 or via email at charlottehdc@charlottenc.gov.

8. ADDITIONAL CONTACT INFORMATION

- Planning Department (Land Use and Zoning Services): 704-336-2205.
- Zoning Enforcement: 700 North Tryon Street, Charlotte, NC 28202. 704-336-7600.
- Building Permits: 700 North Tryon Street, Charlotte, NC 28202. 704-336-3839.
- You may also dial 311 for *CharMeck Citizen Services*. If you are calling from outside Mecklenburg County or, if your cellular carrier will not connect you to 311, dial (704) 336-7600.

8. Please complete the following to ensure that all applicable requirements are provided with the submission. Information deemed incomplete by staff or the Commission may cause delays in the review process.

General Submission Requirements for All Projects:

- All drawings must be drawn to scale with dimensions from legal boundaries and clear, legible details. Drawings and supporting documentation should be submitted electronically, preferably in PDF format. If electronic files cannot be submitted one set of full size plans (e.g. 24x36) is acceptable provided the applicable details and notes are legible.
- Photographs - Clear photographs of project site and all elevations of the existing structure(s).
- Detail on drawings all materials used and their dimensional and property characteristics. Relate information to the Guidelines as much as possible.
- Identify on drawings where any existing materials and architectural features will be removed or replaced.
- Provide drawings, literature, specifications, photographs, or similar for all major new elements. Items include, but are not limited to, windows, doors, siding, trim, louvers, shutters, and roofing. Relate information to the Guidelines as much as possible. If materials, sizes, and appearance of new elements do not match the existing conditions provide rationale for changes.

Additional Requirements (when applicable):

- Site Survey – Applications for significant additions and all new construction must include a registered survey with the following information: Lot dimensions, existing structures, existing setback and yard lines, topography lines, mature trees, unique site features, fences, walls, easements, public rights of way, utilities, driveways, and other relevant information.
- Site Plan – The site plan must include: All structures (existing and proposed), setback dimensions (porch and thermal wall), yard dimensions, driveways and alleys, tree protection and/or tree removal, HVAC location(s) and percentage of lot coverage. Provide a grading plan where site slopes affect the project significantly and/ or its height.
- Photographs – Provide photos of the surrounding context (structures on the same block and across the street). Include photos of other properties in the District with similar design and/or feature(s), if any, or other photos to explain design. Property address should be identified for each photo of District properties.
- Removal of mature trees on private property must include a report by a certified arborist or landscape architect.
- Streetscape – Applications for new construction must provide composite streetscape elevations showing the proposed project with existing adjacent buildings and height dimensions. The same applies to building additions that are taller or wider than the existing property.
- Elevations – Building elevations must include dimensions, material notes, window and door details, topography, foundation height, porch details and other relevant information as requested. For additions, the existing structure and proposed addition must be clearly shown. The plans must clearly identify the building elements to be demolished with dashed lines.
- Architectural Details – If not included initially, detailed drawings for wall section(s), windows, roof eaves, porch columns, material samples or other information may be requested by the Commission as a condition of future review if not included.

Demolition:

In historic districts, demolition is a grave matter. Once razed, a historic structure is lost forever. Often a razed building will represent a loss not only of the structure itself, but its removal will change the rhythm of the streetscape. Demolition will be considered as a last resort after all other reasonable options have been exhausted. Demolition of a contributing structure could be subject to a *365 Day Stay of Demolition*. Such requests will be given considerable and detailed review by the staff and Commission. Provide the following information, at a minimum, with the Application:

- High quality photographs of the existing property, all sides, interior spaces and adjacent properties.
- A certified report documenting the condition of property and attempts at repair if structural issues are present.

Applicant Signature: _____

Date: _____