

CHARLOTTE HISTORIC DISTRICT COMMISSION

FINAL PLAN SUBMISSION CHECKLIST

Contact HDC staff to determine the materials necessary to review your application.

REQUIRED MATERIALS FOR ALL APPLICATIONS:

- ✓ Completed application form. Describe clearly and in detail the nature of the proposed project. Attach additional sheets if necessary.
- ✓ Photographs of site and existing conditions. Photographs should be labeled with the property address and the date the photograph was taken. Digital format is acceptable.

NECESSARY DOCUMENTATION MAY ALSO INCLUDE:

- Detailed elevations including notes, dimensions and building materials showing both existing and proposed conditions.
- Site plan with dimensions showing both existing and proposed conditions. Include buildings, additions, sidewalks, drives, trees, property lines, and fences/walls where applicable.
- Streetscape photographs showing the context of the proposed project by plugging it into the streetscape.
- Indication of proposed tree removal and/or tree planting.
- Landscape plans indicating major plant materials and site features. Indicate significant changes of grade.
- Indication of any planned demolition.
- Material samples where applicable.
- Other documentation as indicated by HDC staff.

PLAN SUBMISSION REQUIREMENTS:

- **3 copies of Site Plan & Elevations, not to exceed 11 x 17**
- **Drawings may be submitted electronically.
Contact HDC staff for specifications.**

Although attendance by applicants at Historic District Commission meetings is optional, it is STRONGLY ADVISED that applicants make every effort to attend. Failure to attend can result in the denial or delay of an application due to incomplete information.

I, the undersigned, certify that all information in this application and in any attachments is accurate to the best of my knowledge. Furthermore, I understand that, should the Charlotte Historic District Commission issue this Certificate of Appropriateness, that Certificate will be valid for a period of six months from the date of issuance. Failure to procure a building permit within that period will be considered as failure to comply with the Certificate and the Certificate will become invalid. If a building permit is not required, then the authorized work must be completed within six months. Certificates can be extended for six months prior to their expiration by requesting an extension in writing from Historic District Commission staff.

Applicant

Date
