

# DEMOLITION - REQUIRED SUBMISSION CHECKLIST

TO BE COMPLETED BY APPLICANT			HDC STAFF USE ONLY			
<b>Application Deadline: 1st Wednesday of each month</b> , one month prior to regularly scheduled HDC meeting (Example: February 5, 2020 is the deadline for the March 11, 2020 Meeting). <b>Demolition Project Fee: \$2,240</b>		Yes	N/A	Yes	No	N/A
1	<b>Photos of Existing Conditions.</b> Clear digital photos, 300 dpi or better, of: <ul style="list-style-type: none"> <li>• All sides of the building(s)</li> <li>• Front yard</li> <li>• Rear yard</li> <li>• Trees to be removed</li> <li>• Significant site features</li> </ul>					
2	<b>Photos of Architectural Details and Site Features.</b> Clear digital photos, 300 dpi or better, of elements including but not limited to: <ul style="list-style-type: none"> <li>• Windows</li> <li>• Front door</li> <li>• Brackets</li> <li>• Porches/railing</li> <li>• Roof details</li> <li>• Columns</li> <li>• Trim</li> </ul>					
3	<b>Property Survey.</b> Stamped and sealed with the following features clearly labeled: <ul style="list-style-type: none"> <li>• Setbacks</li> <li>• Lot Dimensions</li> <li>• Building dimensions (width, length)</li> <li>• Walkways/driveways/alleys</li> <li>• Other site features (i.e. retaining walls).</li> </ul>					
4	<b>Streetscape.</b> Required for applications for New Construction, including garages on corner lots, and Additions taller or wider than the original house. Zoutewelle streetscape surveys are available for download from the HDC website. If a survey is not available, please contact staff.					
5	<b>Elevation Drawings (Existing structures).</b> All drawings should include dimensions (incl. height as measured from grade-to-ridge), materials, foundation height, topography. <ul style="list-style-type: none"> <li>• Front</li> <li>• Rear</li> <li>• Left</li> <li>• Right</li> </ul>					

***I understand that all required information for Demolition applications requiring review by the Charlotte Historic District Commission must be submitted by the application deadline; otherwise, consideration will be delayed until the following meeting. An incomplete application will not be accepted.***

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

***Parcel ID#*** \_\_\_\_\_

***Owner Signature:*** \_\_\_\_\_

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

***Applicant Signature:*** \_\_\_\_\_

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

***Date Received by HDC Staff:*** \_\_\_\_\_

***Staff Initial:*** \_\_\_\_\_

***Date Verified Complete by HDC Staff:*** \_\_\_\_\_

***Staff Initial:*** \_\_\_\_\_