

****Complete, sign, and attach this form to your electronic HDC application in Accela Citizen Access***

CHARLOTTE HDC COA APPLICATION

Required Signature and Submission Materials Checklist

General Submission Requirements for All Projects:

- 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.
- 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.
- Clear photographs of project site and all elevations of the existing structure(s).

Additional Requirements:

Accessory Structures, Additions, Landscape & Site Improvements, and New Construction Applications

- 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.
- 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.
- Context 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.
- Streetscape** – Applications for new construction, including new garages on corner lots, 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.
- Architectural Details** – 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 initially.

Demolition Applications

In local 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 may 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:

- Photographs** - High quality photographs of the existing property, all sides, interior spaces and adjacent properties.
- Structural Report** – Provide a certified report by a professional engineer that documents the condition of property, attempts at repair, and identifies any structural issues that are present.

Property Address: _____

Parcel #: _____

Owner Signature: _____

Date: _____

Applicant Signature: _____

Date: _____