

MAJOR PROJECTS - REQUIRED SUBMISSION CHECKLIST

New Construction

Additions (> than 50% of building sq. footage)

Accessory Buildings (Garages, Accessory Dwelling Units, etc.)

Requests to Paint Brick (previously unpainted)

TO BE COMPLETED BY APPLICANT			HDC STAFF USE ONLY			
Application Deadline: 1st Wednesday of each month , one month prior to regularly scheduled HDC meeting (Example: February 5, 2020 is the deadline for the March 11, 2020 Meeting). Major Project Fee: \$1165		Yes	N/A	Yes	No	N/A
1	Written Description. Describe clearly and in detail the project scope of work. Including: footprint dimensions, total height (as measured from grade to ridge), etc.					
2	Materials description. Width of siding, window trim, etc.					
3	Photos of Existing Conditions. Clear digital photos, 300 dpi or better, of: <ul style="list-style-type: none"> • All sides of the building(s) • Front yard • Rear yard • Trees to be removed • Significant site features 					
4	Context Photographs. <ul style="list-style-type: none"> • Photos of structures on same block and across the street, include property address for each photo. • Photos of other properities in District with similar design features, as applicable. 					
5	Site Plans - Existing + Proposed. (Property survey, or scaled drawing accepted) <ul style="list-style-type: none"> • Lot Dimensions • Setback dimensions [side,rear,front (porch + thermal wall)] • Setback dimensions of neighboring properties • Drives, walks + alleys • Tree protection and/or tree removal + replanting • HVAC location • Fences/walls • Accessory buildings (garages, sheds, gazebos, etc.) • Easements/public rights of way • % of Rear Yard Coverage • Grading plan, if site slopes affect project + height. 					

5	Elevation Drawings - Existing + Proposed. All drawings should include dimensions (incl. height as measured from grade-to-ridge), materials, foundation height, topography. For additions, the existing structure and proposed addition must be clearly shown. The plans must clearly identify the building elements to be demolished. <ul style="list-style-type: none"> • Front • Rear • Left • Right 					
6	Architectural Details. <ul style="list-style-type: none"> • Porch section (showing the column/beam alignment) • Railing detail • Roof detail (soffit, fascia) • Window detail (material, design, dimensions, trim) • Wall section <i>May include other information as requested by the Commission as a condition of future review.</i>					
7	Streetscape. 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. <ul style="list-style-type: none"> • Composite elevation showing proposed project with existing buildings and height dimensions. 					
8	Floor plans. As needed (usually optional).					

I understand that all required information for Major Work 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: _____