CHARLOTTE HISTORIC DISTRICT COMMISSION

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Application # _____

Date Received _____

Received By _____

HDC/Staff

ADDRESS OF PROPERTY: _____

HISTORIC DISTRICT: ___ Dilworth ___ Fourth Ward ___ Hermitage Court ___ Plaza-Midwood ___ Wesley Heights

TAX PARCEL NUMBER: _____

OWNER: _____

ADDRESS: _____

DAY PHONE: _____

APPLICANT: _____ EMAIL: _____

MAILING ADDRESS: _____

DAY PHONE: _____ FAX: _____

DETAILS OF PROPOSED PROJECT: _____

_____

_____

_____

_____

Attach additional sheets if necessary.

APPLICATION REQUIREMENTS

Applications and supporting materials for projects requiring full Commission approval must be submitted according to the annual schedule adopted by the HDC. Applications eligible for administrative approval may be submitted at any time. Submittal requirements may vary depending on the type of project proposed. Please refer to the Plan Submission Checklist on the back of this form. The materials noted must be submitted by 5 pm on the applicable deadline. Refer to the Application Deadline & Meeting Schedule for more information. If you have any questions, contact the Historic District Commission office at 704-336-2302.

NOTE: **FAILURE TO PROVIDE ALL REQUIRED MATERIALS BY THE APPLICABLE DEADLINE WILL RESULT IN A DELAY OF THE HEARING OF YOUR PROJECT BY THE COMMISSION. INCOMPLETE APPLICATIONS WILL NOT BE FORWARDED FOR COMMISSION REVIEW.**

The Charlotte Historic District Commission
600 East Fourth Street
Charlotte, NC 28202-2853

Office (704) 336-2302

Fax (704) 336-5964

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, folded to 8½ x 11**
- **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