

## APPLICATION INSTRUCTIONS FOR A CERTIFICATE OF APPROPRIATENESS

North Carolina State Law requires the issuance of a Certificate of Appropriateness (COA) before any material alterations are made to a designated local Historic Landmark. A COA is required in Mecklenburg County before a building permit or a demolition permit can be issued for an Historic Landmark.

The Charlotte-Mecklenburg Historic Landmarks Commission (HLC) needs to understand exactly how the proposed changes will look and how they will affect the property. You may need to include photographs, a written description, site and floor plans, elevations, etc.

1. The application, plans, images, and written description should be submitted as electronic files.
2. All files can be emailed to: [stewart.gray@mecklenburgcountync.gov](mailto:stewart.gray@mecklenburgcountync.gov)
3. All plans should be reduced to an 11X17 image size.
4. For files that are too large to send as email attachments, please contact Stewart Gray at 704-376-9115 or [stewart.gray@mecklenburgcountync.gov](mailto:stewart.gray@mecklenburgcountync.gov)
5. The HLC requires a signed application. The application can be signed with an electronic signature or can be a scanned copy of a signed document.
6. Please be advised that the Charlotte-Mecklenburg Historic Landmarks Commission uses the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to determine whether an intended action is appropriate or inappropriate. The Standards are attached at the end of the application.
7. If the property is located in a local historic district, you must apply for and receive a separate COA from the local historic district commission before work can proceed.
8. An **Express Review** option may be available for applicants who cannot meet the regular application deadlines. Under Express Review, proposed projects are taken directly to the full Charlotte-Mecklenburg Historic Landmarks Commission for consideration. Because the review of projects by the Design Review Committee is extremely helpful in the Commission's decision-making process, it is strongly urged that all projects go through the normal design review process if possible. If applicants wish to have their projects considered under Express Review, they are encouraged to submit the application as soon as possible so that HLC Staff can properly prepare materials for the Commission's consideration. **A request to exercise the Express Review option must be approved by the HLC Staff and the Design Review Committee Chair.** Choosing the Express Review option will in no way affect the eligibility of a proposed project for approval.
9. The fee for a COA is based on the Estimated Cost of the Project.

Estimated Project Cost	Review Fee	Express Review Fee
0 - \$100,000	\$200.00	\$350.00
\$100,000 - \$200,000	\$300.00	\$450.00
\$200,000 - \$500,000	\$500.00	\$750.00
\$500,000 - \$750,000	\$750.00	\$1,500.00
\$750,000 - \$1,000,000	\$1,000.00	\$2,000.00
\$1,000,000 and up	\$1,000.00 + \$500/additional \$500,000 value	\$2,000.00 + \$500/additional \$500,000 value

10. There are several payment options. If payment is in the form of a check, make the check out to “**Mecklenburg County.**” Checks can be mailed or delivered to:

Charlotte-Mecklenburg Historic Landmarks Commission  
2100 Randolph Rd.  
Charlotte, NC 28207

If you or your contractor have a Contractors Account with LUESA, we can charge the fee to that account. If you wish to use the Contractor Account option, you must first contact us by email with your LUESA Contractor Account ID at: [stewart.gray@mecklenburgcountync.gov](mailto:stewart.gray@mecklenburgcountync.gov)

Credit card payments can only be made **on location** at the LUESA offices at 2145 Suttle Avenue, Charlotte, NC. If you wish to use the credit card option, you must first contact us by email at: [stewart.gray@mecklenburgcountync.gov](mailto:stewart.gray@mecklenburgcountync.gov)

You will **not** be able to pay by credit card until you receive an email confirmation that the COA application fee charge has been set up.

11. COA applications are first considered by the Design Review Committee, which will make a recommendation to the full Commission. The Design Review Committee meetings begin at 8:00 a.m. Historic Landmarks Commission meetings begin at 6:00 p.m. Applications must arrive at the HLC office no later than 4:30 p.m. on the date of the applicable deadline.

<b>Application Deadlines</b>	<b>Design Review Meeting Date and Express Review Application Deadlines</b>	<b>Historic Landmarks Commission Meeting (Potential Final Action)</b>
01/08/2018	01/31/2018	02/12/2018
02/12/2018	02/28/2018	03/12/2018
03/12/2018	03/28/2018	04/09/2018
04/09/2018	04/25/2018	05/14/2018
05/14/2018	05/30/2018	06/11/2018
06/11/2018	06/27/2018	08/13/2018
08/13/2018	08/29/2018	09/10/2018
09/10/2018	09/26/2018	10/08/2018
10/08/2018	10/31/2018	11/05/2018
11/12/2018	11/28/2018	12/10/2018
12/10/2018	No Design Review Committee	01/14/2019

\*Please note that the Historic Landmarks Commission does not meet in July.

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**Return to:** [stewart.gray@mecklenburgcountync.gov](mailto:stewart.gray@mecklenburgcountync.gov)

Does your pending project require a Federal or State license, permit or approval? \_\_\_\_\_

Name of Landmark: \_\_\_\_\_

Address of Landmark: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tax Parcel Number (s): \_\_\_\_\_

Give a brief description of the proposed work. (The description can also be submitted as a separate file)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant's Name and Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant's Telephone Number(s): \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Owner's Name and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Applicant's Signature: \_\_\_\_\_

Issuance of a Certificate of Appropriateness shall not relieve the applicant, contractor, tenant, or property owner from obtaining any permit required by the City or County Code or law. Moreover, owners of properties in local historic districts must obtain a Certificate of Appropriateness from the historic district commission. All Certificates of Appropriateness shall be reported as information to the Historic Landmarks Commission's next regularly scheduled meeting.

## **Procedure for Presenting Certificate of Appropriateness Applications at Meetings of the Design Review Committee:**

- A. All parties who plan to give testimony, pro or con, are to notify the HLC office three working days prior to the hearing by telephone or in writing. Sign the check-in page when you arrive.
- B. HLC Staff will open with a background presentation for the project.
- C. The applicant and Committee may question the Staff at this time.
- D. The applicant will be given up to five minutes present their case.
- E. The Committee may question the applicant.
- F. The applicant may present witnesses which will be subject to questioning.
- G. Other parties wishing to speak, pro or con, will be given up to three minutes to speak subject to the Chairperson's discretion.
- H. The Committee and the applicant will be given an opportunity for rebuttal.
- I. When necessary, the Committee will have Staff visit the site and present their views to the Committee.

## **The Secretary of the Interior's Standards for Rehabilitation**

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be reserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.