

# APPLICATION INSTRUCTIONS FOR A CERTIFICATE OF APPROPRIATENESS

## Certificate of Appropriateness Application

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.

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### Required Documents

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.

The application, plans, images, and written description should be submitted as electronic files reduced to an 11X17 image size.

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.

### Minor Works Projects vs. Major Works Projects

**Minor Works are defined as those changes that do not involve substantial alterations, additions or removals that could impair the integrity of the historic landmark.** Minor works might include repairing damaged architectural features with identical materials, upfitting mechanical systems which causes no disturbance to the physical integrity of the historic landmark, and signage.

**All other projects are considered Major Works.**

### Required Fees

The fee for a **Minor Works COA** is \$100.00.

The fee for a **Major Works COA** is based on the Estimated Cost of the Project.

<b>Estimated Project Cost</b>	<b>Review Fee</b>
0 - \$100,000	\$200.00
\$100,000 - \$200,000	\$300.00

\$200,000 - \$500,000	\$500.00
\$500,000 - \$750,000	\$750.00
\$750,000 - \$1,000,000	\$1,000.00
\$1,000,000 and up	\$1,000.00 + \$500/additional \$500,000 value

Fees can be paid through a LUESA Contractor’s Account. Payment can also be made in the form of a check. Make checks out to “**Mecklenburg County.**” Checks can be mailed or delivered to:  
Charlotte-Mecklenburg Historic Landmarks Commission  
2100 Randolph Road Charlotte, N.C. 28207

An **Express Review** option may be available for applicants who cannot meet the regular application deadlines. Please contact our office at 704-376-9115 to determine if an Express Review is suitable for your project.

**Schedule**

COA applications are first considered by the Design Review Committee, which will make a recommendation to the full Commission. 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.

The schedule below is for a typical review process. Complicated projects or projects that could benefit from review by other government agencies or community groups may require additional review time. Staff has the discretion to limit the number of properties reviewed at any meeting.

All applications for Certificates of Appropriateness shall be reviewed and acted upon within 180 days from the date the application for a Certificate of Appropriateness is filed.

<b>Application Deadlines</b>	<b>Design Review Meeting Date and Express Review Application Deadlines</b>	<b>Historic Landmarks Commission Meeting (Potential Final Action)</b>
03/09/2020	03/25/2020	04/13/2020
04/13/2020	04/29/2020	05/11/2020
05/11/2020	05/27/2020	06/08/2020
06/08/2020	06/24/2020	08/10/2020
08/10/2020	08/26/2020	09/14/2020

09/14/2020	09/30/2020	10/12/2020
10/12/2020	10/28/2020	11/09/2020
11/09/2020	11/25/2020	12/14/2020
12/14/2020	No Design Review Committee	01/11/2021

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

The HLC uses the “Secretary of the Interior's Standards for Rehabilitation” to judge the appropriateness of all projects. The Standards can be found here: [Standards for Rehabilitation](#)

Rev. 03/2020