

## 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.

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](#)

**Paint - If the existing color scheme is maintained, the repainting of a designated historic landmark does not require review. For all other painting projects please contact the [Charlotte-Mecklenburg Historic Landmarks Commission \(HLC\)](#). Please note, based on the Secretary of the Interior's Standards for Rehabilitation (Department of Interior regulations, 36 CFR 67) that state “the historic character of a property shall be retained and preserved,” the painting of previously unpainted materials requires a COA. In addition, murals and signs painted directly on a designated historic landmark require a COA.**

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### Required Documents

The 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.

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.**

## **Pre-Submittal Meeting**

Applicants with major projects that are being considered for the first time by the HLC can request a pre-submittal meeting to discuss the project and get feedback in order to streamline the application process. To request a pre-submittal meeting, email Senior Preservation Planner, [Stewart Gray](#).

## **Required Fees**

Please contact the HLC office at 980-314-7660 if the subject property is tax exempt.

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

## **Schedule**

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 COAs shall be reviewed and acted upon within 180 days from the date the application for a COA is filed.

<b>Application Deadline (Due by 4:30 pm)</b>	<b>Historic Landmarks Commission Meeting (Begins at 6:00 pm)</b>
09/13/2021	10/11/2021
10/11/2021	11/08/2021

11/08/2021	12/13/2021
12/13/2021	01/10/2022

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