

APPLICATION INSTRUCTIONS FOR A CERTIFICATE OF APPROPRIATENESS

Certificate of Appropriateness Application Portal

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's standards are used to judge the appropriateness of all projects and are based on the "Secretary of the Interior's Standards for Rehabilitation." The standards can be found here: [HLC Standards](#)

Demolition - A COA application for demolition can only be submitted by the owner of the property as reflected in the Mecklenburg County tax records.

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 HLC Standards 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.

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.

[Types of Projects That Can be Approved as a Minor Works](#)

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 Historic Resources Program Manager, [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.

Estimated Project Cost	Review Fee
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.

Application Deadline (Due by 4:30 pm)	Historic Landmarks Commission Meeting (Begins at 6:00 pm)
1/09/2023	2/13/2023
2/13/2023	03/13/2023

03/13/2023	04/10/2023
04/10/2023	05/08/2023
05/08/2023	06/12/2023
06/12/2023	07/10/2023
07/10/2023	08/14/2023
08/14/2023	09/11/2023
09/11/2023	10/09/2023
10/09/2023	11/13/2023
11/13/2023	12/11/2023
12/11/2023	01/08/2024

Rev. 01/23

