

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 Historic Landmarks Commission (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.

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 also 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

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. Examples of Minor Works 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.

Major Works Projects

Major Works are projects that significantly alter a landmark including, but not limited to: Major additions, new construction, the alteration or removal of important architectural features, demolition, relocation, and major site changes.

Painting

If the existing color scheme is maintained, the repainting of a designated historic landmark does not require review. The painting of previously unpainted masonry requires a COA. In addition, murals and signs painted directly on a designated historic landmark require a COA. For all other painting projects please contact the [Charlotte-Mecklenburg Historic Landmarks Commission](#).

Pre-Submittal Meeting

Applicants with major projects that are being considered by the HLC must schedule a pre-submittal meeting(s) with HLC Staff to discuss the project and design review process. To request a pre-submittal meeting, contact the Historic Landmarks Commission.

Application 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.

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, or payment can be made by check to “**Mecklenburg County.**” Checks can be mailed or delivered to:

Charlotte-Mecklenburg Historic Landmarks Commission
2100 Randolph Road
Charlotte, N.C. 28207

Non-profit organizations may be exempt from application fees. Contact HLC Staff for more information.

Schedule

The schedule below is for a typical Major Works 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 **Major Works** COAs shall be reviewed and acted upon within 180 days from the date the application for a COA is filed.

Application (Due by 5:00 pm)	Deadline	Historic Landmarks Commission Meeting (Begins at 6:00 pm)
Monthly Tuesday	on the second	Monthly on the second Monday, unless otherwise scheduled.

Minor Works projects are reviewed administratively by HLC Staff.

