

## 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 [Mecklenburg County Historic Landmarks Department](#). 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.

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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.

[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 Preservation Manager, [John Howard](#).

## Required Fees

Please contact the Historic Landmarks 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>
1/13/2025	2/10/2025
2/11/2025	03/10/2025

03/11/2025	04/14/2025
04/15/2025	05/12/2025
05/13/2025	06/09/2025
06/10/2025	07/14/2025
07/15/2025	08/11/2025
08/12/2025	09/08/2025
09/09/2025	10/13/2025
10/14/2025	11/10/2025
11/11/2025	12/08/2025
12/09/2025	01/12/2026

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