



# CERTIFICATE OF APPROPRIATENESS APPLICATION REQUIRED MATERIALS CHECKLIST

Community Development Department  
100 N King St.  
Hendersonville, NC 28792  
828-697-3010

### Procedures for Reviewing Applications for Certificates Appropriateness

The City's Historic Preservation Ordinance provides that no one may erect, alter, restore, move, or demolish the exterior portion of any building or other structure, nor undertake significant modifications to landscaping and other site features, without a Certificate of Appropriateness (COA) which must be approved prior to the commencement of work. The COA application is processed through the city of Hendersonville Planning Department by the Commission Coordinator (828-697-3010).

All COA applications are **due 30 days prior** to the next regular Commission meeting date. The Historic Preservation Commission meets the **third Wednesday of each month at 5pm in the 2nd Floor Meeting Room located at City Hall (160 6th Ave E.).**

### Application Submittal Requirements and Required Materials Checklist

Design Standards, HPC Meeting Schedule and Staff Contact Information can be found on the City of Hendersonville Historic Preservation Commission Website: [www.hendersonvillehpc.org](http://www.hendersonvillehpc.org)

Date: \_\_\_\_\_  Minor Work  Major Work  Major Work Resubmittal

Application Contact Information			
Applicant Name:	Property Address:	Applicant Email:	Phone Number:
Property Owner Name (if different from Applicant)	Mailing Address:	Owner Email:	Phone Number:

**COA Project Description – The burden of proof is on the Applicant to prove the proposed work is in keeping with the historical character of the district. Please list specific references in the Design Standards that support your application.**



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**Property Owner Signature**

I, the undersigned, certify that all information in this application and in any attachments thereto is accurate to the best of my knowledge. Furthermore, I understand that should a certificate of appropriateness be issued, such certificate will be valid for a period of six months from the date of issuance. Failure to procure a building permit within that period will be considered as failure to comply with the certificate, and the certificate will become invalid. If a building permit is not required, the authorized work must be completed within six (6) months. Certificates can be extended for six (6) months by requesting an extension in writing prior to their expiration from the Commission Coordinator.

\_\_\_\_\_  
**Printed Property Owner(s) Name**

\_\_\_\_\_  
**Property Owner(s) Signature**

\_\_\_\_\_  
**Printed Company Name (if applicable)**

\*LLC, Inc., Trust

\_\_\_\_\_  
**Property Owner Title (if applicable)**

\*Member, Manager, Register Agent, etc.

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**Community Development Use Only**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Application Complete: Y / N

Proposed HPC Meeting Date (if applicable): \_\_\_\_\_

Notes:



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<b>GENERAL APPLICATION REQUIREMENTS (FOR MINOR &amp; MAJOR WORKS):</b>	
Note: These items are <u>required</u> as part of a complete application package. Incomplete application packages <u>will not</u> move forward in the review process and will result in additional processing and review time.	
	<b>Pre-Application Meeting with City Staff</b> (Required for Major Work only)
	<b>Detailed Project Description</b>
	<b>Color/Labeled Photographs of Subject Property</b>
	<b>Property Owner(s) Signature</b>
<b>MINOR WORK REQUIREMENTS</b>	
<b>Fences and Walls</b>	
	<b>Site Plan</b> showing proposed location of fencing or wall (include dimensions)
	<b>Rendering</b> of proposed fence or wall style.
	<b>Material Information</b> (i.e. <i>brickwork, stucco, stone, concrete, wood, cast iron, and wrought iron</i> )
<b>Landscaping Projects</b>	
	<b>Site Plan</b> showing location of proposed unit.
	<b>Mechanical Unit &amp; Pad Specifications</b> clearly indicating dimensions.
	<b>Image</b> showing location of unit and any proposed lines.
	<b>Screening type</b> - i.e. shrubbery, fencing, or other.
<b>Rooftop Construction</b>	
	<b>Manufacturer Specifications</b> , including material color.
	<b>Roof Plan</b> , showing location of rooftop mounted utility, access, or safety structures
<b>Installation of Mechanical and Utility Equipment</b>	
	<b>Site Plan</b> , showing location of proposed equipment
	<b>Screening type</b> , i.e. shrubbery, fencing, or other.
<b>Foundation Repairs</b>	
	<b>Photographs</b> showing existing conditions.
	<b>Material information</b> for any new material.
<b>Masonry Repairs</b>	
	<b>Photographs</b> showing existing conditions.
	<b>Material information</b> for any new material.
<b>Awnings</b>	
	<b>Rendering</b> showing location of awning.
	<b>Material information</b> , cloth, canvas, acrylic, or other
<b>Removal of Artificial Siding</b>	
	<b>Photographs</b> showing existing conditions.
	<b>Original siding information and description of work</b> , repair, repaint or replacement of original siding



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<b>Existing Stairs, Landing, Steps and Entryways</b>	
	Photographs showing existing conditions.
	Rendering of proposed exterior stairs, landing, steps, or entryway styles
	Material information for any new material.
<b>Replacement of Missing Details</b>	
	Photographs showing existing conditions.
	Rendering of proposed siding, trim, porch floors, ceilings, columns & balustrade or other architectural features
	Material information for any new material.
<b>Replacement of Upper Façade Windows (Main Street Local Historic District)</b>	
	Photographs showing existing conditions and number of windows to be replaced
	Material information for any new material.
<b>Removal of Accessory Buildings (not original to the site)</b>	
	Photographs showing existing conditions.
	Site Plan indicating location of accessory building
<b>Accessibility</b>	
	Site Plan indicating location of temporary structure.
	Material Information
<b>Decks (Main Street Local Historic District)</b>	
	Existing and Proposed Site Plans (drawn to scale; include entire site).
	Existing and Proposed Elevation Drawings (drawn to scale; side and rear elevations).
	Railing Detail Drawing
	Material Information
<b>Other Miscellaneous Work Not Listed</b>	
	Contact City Staff if you are not sure what is required for your scope of work.
<b>MAJOR WORK REQUIREMENTS</b>	
<b>New Construction, Additions &amp; Accessory Structures</b>	
	Materials Worksheet (Not required for Additions)
	Existing & Proposed Site Plans (drawn to scale)
	Existing & Proposed Floor Plans (drawn to scale)
	Existing & Proposed Elevation Drawings (drawn to scale)
	Tree Removal & Protection Plan (drawn to scale)
	Landscaping Plan
	Streetscape Rendering (Required for new structures sited adjacent to a right of way))
	Manufacturer Specifications for All Materials (Including but not limited to windows, doors, siding, roofing, lighting, mechanical)