



**Hendersonville Historic
Preservation Commission**

Staff Contact:

**Sam Hayes – Historic
Preservation Commission
Liaison**

shayes@hvlnc.gov

828-341-7081

**Thinking about doing work on the exterior of
your building? Determine if you need a
Certificate of Appropriateness first!**

What is Minor Work?

Minor works projects require a COA; however, minor works can be approved by the Coordinator of the Historic Preservation Commission, or the Coordinator's designee, if the proposed work is consistent with the Hendersonville Design Review Standards. The Coordinator, or designee, will meet with the property owner to determine if the proposed work is major or minor. If the Coordinator determines that the project constitutes a major work, an application for a COA must be presented to the Commission for review. Minor work projects include various projects in which the visual character of the structure or ground is not substantially changed, including, but not limited to, the following:

Fences and Walls: Fences or low walls of wood, stone, brick or cast iron, which comply with the Design Standards; chain link fences may be permitted in side or rear yards if they cannot easily be seen from a street.

Landscaping Projects: Heavy pruning or removal of hedges, large shrubs or trees 6" and larger in diameter; construction or replacement of brick or stone retaining walls; construction or replacement of patios which cannot easily be seen from a street; walks and driveways made of brick, stone, concrete or gravel; removal of dead or diseased trees or trees where the roots or limbs are causing damage to a house; new parking areas which are located to the rear of buildings, are not easily visible from a street, and which are screened from adjoining properties with fencing or plant materials.

Rooftop Construction: Replacement of asphalt or fiberglass roof coverings with new dark color asphalt or fiberglass shingles; replacement of slate or tile roof covering where there is no change in materials. Installation of rooftop mounted utility, access, or safety structures that are not visible from a street.

Installation of Mechanical and Utility Equipment: Installation of mechanical and utility equipment including but not limited to heating and air conditioning units which cannot easily be seen from a street or which are screened from view with shrubbery or appropriate fencing, or are installed on the side or rear of a building in the Main Street Local Historic District.

Foundation Repairs: Repair or replacement of masonry foundations where the original foundation material is retained or where new material matches the original as closely as possible; installation of metal foundation vents (on sides and rear only) and replacement of wood access doors which cannot easily be seen from a street.

Masonry Repairs: Repointing and other masonry repairs when the color and composition of the mortar matches the original and new brick or stone matches the original as closely as possible.

Exterior Lighting Fixtures: Lighting fixtures which cannot easily be seen from a street or are similar to those existing in the District.

Awnings: Addition, removal or replacement of cloth, canvas or acrylic awnings.

Removal of Artificial Siding: Total removal of asbestos, asphalt or other artificial siding when the original siding is to be repaired and repainted. Replacement with siding other than the original constitutes a major work.

Exterior Stairs, Landing, Steps and entryways: Repair or replacement of exterior stairs, steps, ramps or flooring which are made of masonry, rock, painted wood or comparable materials and are similar to styles found in the District. Install new exterior stairs, landings, or steps in the Main Street Local Historic District on side or rear facades that are not visible from King Street, Church Street or an avenue.

Replacement of Missing Details: Replacement of missing or deteriorated siding and trim, porch floors, ceilings, columns and balustrade or other architectural details with new materials identical to the original details.

Upper Facade Windows: Replacement of deteriorated upper facade windows in the Main Street Local Historic district.

Removal of Accessory Buildings: Removal of deteriorated accessory buildings which are not original to the site or otherwise historically significant and which cannot be easily seen from a street.

Accessibility for People with Disabilities: Installation of a temporary structure designed to promote safe access for individuals with disabilities.

Decks: Installation of a deck in the Main Street Local Historic District on the rear of a building that is not visible from King Street, Church Street or an avenue.

Other Minor Construction: Other minor construction not easily visible from a street.

What is Major Work?

Major works projects must be approved by the Historic Preservation Commission. In general, these are projects which involve a change in the appearance of a building or landscape and which are more substantial in nature than minor work projects. They include, but are not limited to, the following:

- **new construction or additions to buildings;**
- **demolition of any part of a structure;**
- **discovery of any archaeological resource on the site;**
- **moving of buildings;**
- **installation of anchored freestanding signs or illuminated signs;**
- **new accessory buildings;**
- **parking lots (other than normal driveways);**
- **replacement of architectural details when there will be a change in design or materials from the original or existing details;**
- **changes to roof lines;**
- **minor works items not approved by the staff of the Historic Preservation Commission.**

If you are unsure what area your work falls under, please contact the Community Development Department at the City of Hendersonville: planning@hvlnc.gov

To create your Cloudpermit account, navigate to the following URL:

<https://us.cloudpermit.com/gov/registration>

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[Section 2: Filling Out Your Application](#)

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Section 1: Creating Your Application

1. Navigate to “Planning Approval” and select “Create Application”

1 Select City (Town, Village, County or Community)

North Carolina

Hendersonville, NC

2 Select type of application



Land Use

1. Permitting
2. Fee in Lieu Requests
3. Certificate of Occupancy Requests and Inspections



Planning Approval

1. Rezoning Requests
2. Text Amendment Requests
3. Site Plan and Subdivision Plat Review
4. Annexation Requests
5. Certificate of Appropriateness (Local Historic Properties)
6. Variances
7. Special Use Permits

CREATE APPLICATION

2. Select “Certificate of Appropriateness” and then choose “Minor Work” or “Major Work” depending on what your scope of work is.

Select category, scope and proposed use for your application

Good to know

Describe the purpose of your application with the category, scope, and proposed use selections. The requirements and the process for your application in Cloudpermit will be set up based on your selections. Click on each category to see detailed definition of the category.

Category

- ☐ Annexation
- ☐ Appeal of Administrative Decision
- ☒ Certificate of Appropriateness
- ☐ Conditional Rezoning
- ☐ Non Conforming Use
- ☐ Site Plan Review
- ☐ Special Use permit
- ☐ Standard Rezoning
- ☐ Street Closure

Scope

- ☐ Major Work - Commission Approved
- ☒ Minor Work - Staff Approved

Good to know

3. Scroll down and select “Next”

Good to know

Major Works

Major works projects must be approved by the Historic Preservation Commission. In general, these are projects which involve a change in the appearance of a building or landscape and which are more substantial in nature than minor work projects. They include, but are not limited to, the following:

- new construction or additions to buildings;
- demolition of any part of a structure;
- discovery of any archaeological resource on the site;
- moving of buildings;
- installation of anchored freestanding signs or illuminated signs;
- new accessory buildings;
- parking lots (other than normal driveways);
- replacement of architectural details when there will be a change in design or materials from the original or existing details;
- changes to roof lines;
- minor works items not approved by the staff of the Historic Preservation Commission.

Initialization of application

☒ I am the applicant ☐ Create application on behalf of customer ☐ Application already submitted (e.g. by paper or email)

CANCEL

BACK

NEXT →

4. Create a project title and select “Next”

Create a new application

☒ Category

☒ Project

☐ Location

☐ Summary

Project selection

All applications are part of a project which can contain multiple applications. You can select an existing one or create a new project.

SELECT EXISTING PROJECT **CREATE A NEW PROJECT**

Name of the project

Sample Project |

CANCEL

BACK

NEXT →

5. Type in the address of your property, select the property from the dropdown menu, and select “Next”. If you have trouble finding the property when typing in the address, zoom in on the map and select the location of your property on the map.

Create a new application

Category

Project

Location

Summary

Location for the application

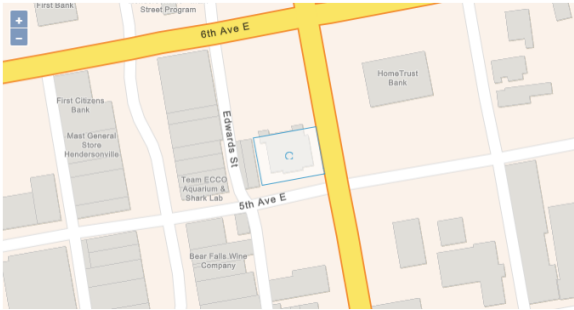
Select a property for the application. Search by address, parcel number, or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

Hendersonville, NC, North Carolina

Q

160 6TH AVE E

X



Address
160 6TH AVE E

Property details
PIN: 9568881652
Municipal ID: 28147

Other information
Zoning: C-1 Central Business
Property owner: CITY OF HENDERSONVILLE

CANCEL

BACK

NEXT →

6. Scroll down and select “Finish & Create”

Section 2: Filling Out the Forms

Step 1: Now you are in the form. The first thing you will see is all the information pertaining to your application. Under the “Required Tasks” section, you will see various tasks with either a green check mark or a red exclamation point. All of these will need to be completed before you can submit your application.

First, scroll down to the section titled “Parties to the Application”. You must have both an applicant and a property owner in this section in order to finalize your application. The owner should automatically populate. If you need to edit the parties, click on the highlighted pencil in the upper right corner of the card.

 Planning Approval

160 6TH AVE E, Hendersonville, NC

Latest location update: 3/28/2025, 9:42 AM

Category

Certificate of Appropriateness

Scope

Minor Work - Staff Approved

SHOW MAP 

HIDE FULL DATA 

Show messages 

Email notifications  ☒ YES

PIN

9568881652

Application number

-

Municipal ID

28147

Zoning

C-1 Central Business

 APPLICATION >  FULFILLMENT

CURRENT STEP: DRAFT **1 / 7** NEXT STEP: SUBMITTED

REQUIRED TASKS

 Parties

 Application

 Attachments

 Fees & Payments

 Make sure you have filled in all required form fields.

 Application needs to be signed off before submission.

You need to complete required tasks to continue to the next phase.

2 PARTIES TO THE APPLICATION

Close 

Additional parties

To invite additional parties to be involved in or have access to the application, click the "+" button to add a someone with their email address and specifying their role.

ADD OR INVITE PARTY 

Sam Hayes

Workspace creator

Applicant

shayes@hvinc.gov

+1 8282030307



CITY OF HENDERSONVILLE

Not invited

Property owner



Step 2: Once you click on the pencil, you will see the details of the party. You can edit the information if needed. To update the “role” for the party, you will go to the lower left corner of the box and click on “select role”.

Edit party

Added on 3/28/2025

REMOVE PARTY 

CLOSE 

First name *	Last name *	Street address *	Unit number
Sam	Hayes	160 6th Ave E	Apartment, suite, etc.
City *	State *	ZIP code *	Corporation or partnership
Hendersonville	NC	28792	Your Company
Mobile phone *	Other phone	Email address	
 +1 ▾ 8282030307	 +1 ▾ (123) 456-7890	shayes@hvinc.gov	

Invitee will act in role(s) of *

Applicant

SELECT ROLE(S) 

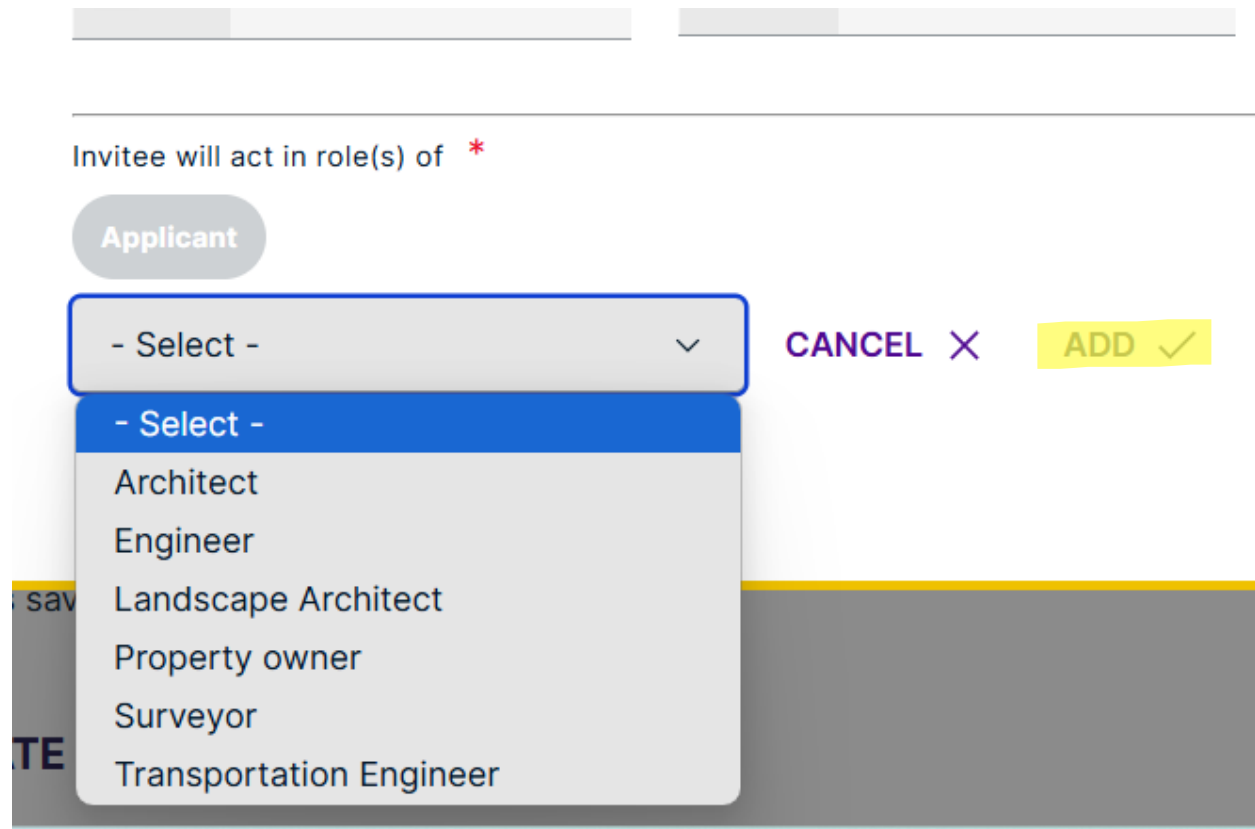
Permissions granted for the following options, un-select to remove permissions

☒ Add new applications

☒ Modify application phase

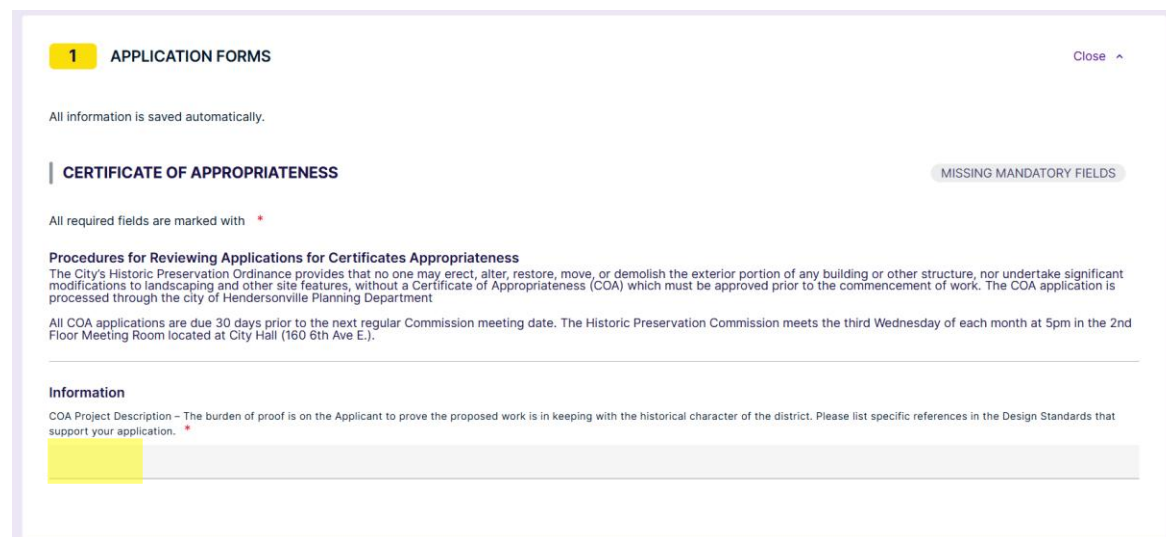
☒ View all previous applicable phases (e.g. pre-consultation, application & work)

Step 3: Once you have clicked on this, you will see options for additional roles. If, for example, you are not listed as the applicant, you can select the applicant role. Once you have done this, your party card will update and you can close out of the box.



The screenshot shows a web interface for selecting a role. At the top, there is a label "Invitee will act in role(s) of" followed by a red asterisk. Below this is a button labeled "Applicant". A dropdown menu is open, showing a list of roles: "- Select -", "Architect", "Engineer", "Landscape Architect", "Property owner", "Surveyor", and "Transportation Engineer". To the right of the dropdown are two buttons: "CANCEL" with a purple 'X' icon and "ADD" with a yellow checkmark icon.

Step 4: Fill out the “Application Forms” section. You should give a detailed description of the proposed project. Also note that it is the responsibility of the applicant to make the case for why this project fits with the Design Standards established for the Historic District.



The screenshot shows a web form titled "1 APPLICATION FORMS" with a "Close" button in the top right. Below the title, it says "All information is saved automatically." The main section is titled "CERTIFICATE OF APPROPRIATENESS" and includes a "MISSING MANDATORY FIELDS" button. A note states: "All required fields are marked with *". Below this is a section titled "Procedures for Reviewing Applications for Certificates Appropriateness" which contains text about the City's Historic Preservation Ordinance and the Certificate of Appropriateness (COA) process. It also mentions that COA applications are due 30 days prior to the next regular Commission meeting date. At the bottom, there is an "Information" section with a text area for "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." followed by a red asterisk and a yellow text input field.

Step 5: The final part of your application is to include attachments. To do this, you will select the “click here” button, or drag and drop the attachment into the upload box. Note that all items under “Required attachments” must be filled out

ⓘ ATTACHMENTS

Close ^

Required attachments

Manufacturing Specifications for All Materials0

Photographs of Subject Property0

Drag and drop files here or
click here to select files from your computer.

You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP.
ZIP files have to be uploaded individually

No attachments

Step 6: Once you have successfully uploaded the document, you will need to classify it as one of the required attachments. Click the drop down menu under “Type” and select which required attachment you are uploading. Once you have classified this, the required attachment should show green.

ATTACHMENTS

Close

Required attachments

Manufacturing Specifications for All Materials0

Photographs of Subject Property0

Transaction History Detail.pdf (5.8 KiB)

100 %

Type

- Select -

Drawing number

Description

File visibility

EVERYONE

RESTRICTED

Visible to everyone (default)

DONE

CANCEL

No attachments

ATTACHMENTS

Close

Required attachments

Manufacturing Specifications for All Materials1

Photographs of Subject Property1

Drag and drop files here or
click here to select files from your computer.

You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP.
ZIP files have to be uploaded individually

Step 7: Once you have completed all of these tasks, you should be ready to sign off on the application. If you scroll back up to the top of the page, you should see all the required tasks with a green check mark except “Fees and Payments”. If one of these does not have a green check mark, return to that section of the form and fill out what you missed.

This screenshot shows the 'Planning Approval' section of a web application. The header includes the title 'Planning Approval' and the address '160 6TH AVE E, Hendersonville, NC'. Below this, the 'Category' is 'Certificate of Appropriateness' and the 'Scope' is 'Minor Work - Staff Approved'. There are buttons for 'SHOW MAP' and 'HIDE FULL DATA'. A section for 'Show messages' and 'Email notifications' (set to YES) is present. A table displays application details: PIN (9568881652), Application number (-), Municipal ID (28147), and Zoning (C-1 Central Business). A progress bar shows the current step is 'DRAFT 1/7' with the next step being 'SUBMITTED'. Below the progress bar, a 'REQUIRED TASKS' section shows four tasks: 'Parties' (checked), 'Application' (checked), 'Attachments' (checked), and 'Fees & Payments' (not checked). A note states: 'Application needs to be signed off before submission.' and a message says: 'You need to complete required tasks to continue to the next phase.'

Planning Approval

160 6TH AVE E, Hendersonville, NC

Latest location update: 3/28/2025, 9:42 AM

Category: Certificate of Appropriateness | Scope: Minor Work - Staff Approved

SHOW MAP | HIDE FULL DATA

Show messages | Email notifications: YES

PIN: 9568881652 | Application number: - | Municipal ID: 28147 | Zoning: C-1 Central Business

APPLICATION > FULFILLMENT

CURRENT STEP: DRAFT 1/7 NEXT STEP: SUBMITTED

REQUIRED TASKS

- Parties (checked)
- Application (checked)
- Attachments (checked)
- Fees & Payments (not checked)

Application needs to be signed off before submission.

You need to complete required tasks to continue to the next phase.

Step 8: In the upper right corner of the application, you should see a purple button that says “Sign Off Application”. Click on this button and it will take you to the sign off page.

This screenshot shows the same 'Planning Approval' page as the previous one, but with a yellow box highlighting a purple button labeled 'SIGN OFF APPLICATION' in the top right corner. The button is located next to a 'MORE ACTIONS' dropdown menu. The rest of the page content is identical to the previous screenshot.

Cloudpermit

Support | EN | Messages | Sam Hayes

BACK TO DASHBOARD | Sample Project / 160 6TH AVE E

MORE ACTIONS | SIGN OFF APPLICATION

Planning Approval

160 6TH AVE E, Hendersonville, NC

Latest location update: 3/28/2025, 9:42 AM

Category: Certificate of Appropriateness | Scope: Minor Work - Staff Approved

SHOW MAP | HIDE FULL DATA

Show messages | Email notifications: YES

PIN: 9568881652 | Application number: - | Municipal ID: 28147 | Zoning: C-1 Central Business

APPLICATION > FULFILLMENT

Section 3: Signing Off On Your Application

Step 1: If you are working for a company (contractor, architect, etc), fill out the information of the applicant name, company name, and your title. If the property is owned by an LLC or other company, fill in the property owner company information.

PARTIESClose ^

Applicant, Property owner
Sam Hayes
160 6th Ave E
Hendersonville, NC
28792

Applicant-Company Information
Applicant Name: Company Name: Authorized Representative Title (if applicable):

Property Owner-Company Information
Property Owner Name: Company Name (if applicable, check corresponding box below): Authorized Representative Title (if applicable):

Step 2: As the applicant, you can sign off by simply clicking the purple button labeled “Sign Off”.

Declaration and Signatures

APPLICANT

I, Sam Hayes (The Applicant), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Applicant is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Signature of the applicant acknowledges that if the property is rezoned, the property involved in this request is bound to the use(s) authorized, the approved site plan and any conditions imposed, unless subsequently changed or amended as provided for in the Zoning Ordinance.



Step 3: If you are also the property owner, you can follow the same instructions from Step 2. However, if the property owner is someone different, you can either upload a signed document giving confirmation that they approve of the changes to the property, or you can input their email address and they can sign digitally. We recommend uploading a document with their signature, as sometimes the email gets lost and causes challenges for the applicant.

Declaration and Signatures

APPLICANT

I, Sam Hayes (The Applicant), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Applicant is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Signature of the applicant acknowledges that if the property is rezoned, the property involved in this request is bound to the use(s) authorized, the approved site plan and any conditions imposed, unless subsequently changed or amended as provided for in the Zoning Ordinance.

SIGN OFF 

PROPERTY OWNER

I, CITY OF HENDERSONVILLE (The Property owner), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Property owner is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Property owner hereby grants permission to the City of Hendersonville personnel to enter the subject property for any purpose required in processing this application. If signed by an agent on behalf of the Owner, this petition MUST be accompanied by a Limited Power of Attorney signed by the property owner (s) and notarized, specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION.

Signature of the property owner acknowledges that if the property is rezoned, the property involved in this request is bound to the use(s) authorized, the approved site plan and any conditions imposed, unless subsequently changed or amended as provided for in the Zoning Ordinance.

Note! Because the Property owner is not invited as a party, sign-off on behalf of the Property owner must be done by uploading an authorization letter.

Signer
CITY OF HENDERSONVILLE

UPLOAD AUTHORIZATION LETTER 

Step 4: Once you have successfully uploaded your signature, you will see a “Submit Application” button appear at the bottom of the screen and in the upper right hand corner of the screen. You can select either of these to submit your final application.

[BACK TO WORKSPACE](#) / [Test](#) / [160 6TH AVE E](#) / [Sign-off](#)

[DOWNLOAD FORM](#) 

[SUBMIT APPLICATION](#) 

 Signed by **Sam Hayes** 7/11/2025, 2:31 PM [Remove](#)

PROPERTY OWNER

I, CITY OF HENDERSONVILLE (The Property owner), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Property owner is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Property owner hereby grants permission to the City of Hendersonville personnel to enter the subject property for any purpose required in processing this application. If signed by an agent on behalf of the Owner, this petition MUST be accompanied by a Limited Power of Attorney signed by the property owner (s) and notarized, specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION.

Signature of the property owner acknowledges that if the property is rezoned, the property involved in this request is bound to the use(s) authorized, the approved site plan and any conditions imposed, unless subsequently changed or amended as provided for in the Zoning Ordinance.

 Uploaded by **Sam Hayes** with an authorization letter from **CITY OF HENDERSONVILLE** 7/11/2025, 2:31 PM [Remove](#)

 [Signature Page.pdf](#)

[DOWNLOAD SIGNED FORM](#) 

[SUBMIT APPLICATION](#) 