

## **APPLICATION INSTRUCTIONS FOR A MINOR WORKS CERTIFICATE OF APPROPRIATENESS**

**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.

The Charlotte-Mecklenburg Historic Landmarks Commission (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 HLC uses the “Secretary of the Interior's Standards for Rehabilitation” to judge the appropriateness of all projects. The Standards are attached at the end of the application.

**Click here to see a video on the [Design Review Process](#).**

1. The application, plans, images, and written description should be submitted as electronic files.
2. All files can be emailed to: [stewart.gray@mecklenburgcountync.gov](mailto:stewart.gray@mecklenburgcountync.gov)
3. All plans should be reduced to an 11X17 image size.
4. For files that are too large to send as email attachments, please contact Stewart Gray at 704-376-9115 or [stewart.gray@mecklenburgcountync.gov](mailto:stewart.gray@mecklenburgcountync.gov)
5. The HLC requires a signed application. The application can be signed with an electronic signature or can be a scanned copy of a signed document.
6. Please be advised that the Charlotte-Mecklenburg Historic Landmarks Commission uses the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to determine whether an intended action is appropriate or inappropriate.
7. 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.
8. The fee for a Minor Works COA is \$100.00 in the form of a check made out to “Mecklenburg County.” At the present time, a check is the only form of payment that can be accepted. Checks can be mailed or delivered to:

Charlotte-Mecklenburg Historic Landmarks Commission  
2100 Randolph Rd.  
Charlotte NC, 28207

If you have any questions, please call our office at 704-376-9115.

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**Return to:** [stewart.gray@mecklenburgcountync.gov](mailto:stewart.gray@mecklenburgcountync.gov)

Does your pending project require a Federal or State license, permit or approval? \_\_\_\_\_

Name of Landmark: \_\_\_\_\_

Address of Landmark:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner's Name: \_\_\_\_\_

Tax Parcel Number (s) of the Historic Landmark: \_\_\_\_\_

Give a brief description of the proposed work. (The description can also be submitted as a separate file)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant's Telephone Number(s): \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Applicant's Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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

**Fee: \$100.00** - Checks must be made out to: **“Mecklenburg County”**

**Please note:**

The HLC cannot issue a COA until the required fee has been received.

At the present time, a check is the only form of payment that can be accepted.

Issuance of a Minor Works Certificate of Appropriateness shall not relieve the applicant, contractor, tenant, or property owner from obtaining any permit required by the City or County Code or law. Moreover, owners of properties in local historic districts must obtain a Certificate of Appropriateness from the historic district commission. All Minor Works Certificates of Appropriateness shall be reported as information to the Historic Landmarks Commission's next regularly scheduled meeting. If a Minor Works Certificate of Appropriateness is not approved, the applicant may appeal that decision to the Historic Landmarks Commission at its next regularly scheduled meeting.

Rev. 5/16

## The Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be reserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.