



**HISTORIC RESOURCES COMMISSION OF ASHEVILLE & BUNCOMBE COUNTY**  
**APPLICATION FOR MINOR WORK**  
**CERTIFICATE OF APPROPRIATENESS**

Address of Property \_\_\_\_\_ Application Date \_\_\_\_\_

Applicant Name \_\_\_\_\_  Property Owner  Architect  Contractor

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Owner Name \_\_\_\_\_

Detailed Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (attach additional sheet if necessary) PIN \_\_\_\_\_

Minor work applications are reviewed by staff. A quick turn-around is possible if the applicant submits a complete application packet and if the proposed alterations meet the applicable design guidelines. A complete application packet consists of a **detailed** description of the project along with **complete** documentation. The following checklists are designed to assist in determining what supporting materials and documentation are necessary for the work being proposed, although additional information may be requested by staff. *Incomplete application packets will not be processed until all materials are received.*

**Type of Project (select all that apply)**

**Supporting materials (descriptions on reverse)**

<input type="checkbox"/> Landscaping, including tree removal*	<input type="checkbox"/> Site plan showing species and other changes/landscape features
<input type="checkbox"/> Roofing	<input type="checkbox"/> Photographs <input type="checkbox"/> Material sample/color/information
<input type="checkbox"/> Foundation repairs	<input type="checkbox"/> Photographs showing condition <input type="checkbox"/> Material sample/information
<input type="checkbox"/> Fences	<input type="checkbox"/> Site plan showing proposed location of fence <input type="checkbox"/> Drawing or photograph of fence style <input type="checkbox"/> Material information
<input type="checkbox"/> Retaining walls	<input type="checkbox"/> Detailed site plan <input type="checkbox"/> Material sample/information
<input type="checkbox"/> Minor building repairs, such as masonry repair, siding or shingle replacement (with same material), removal of artificial material and restoration of original material, replacement of stairs, steps, porch decking with same material	<input type="checkbox"/> Plans/Drawings <input type="checkbox"/> Photographs <input type="checkbox"/> Material samples/information
<input type="checkbox"/> Lighting fixtures	<input type="checkbox"/> Photographs <input type="checkbox"/> Specifications
<input type="checkbox"/> Replace or restore original architectural details	<input type="checkbox"/> Drawings <input type="checkbox"/> Photographs <input type="checkbox"/> Documentation <input type="checkbox"/> Material samples <input type="checkbox"/> Specifications
<input type="checkbox"/> Shutters or awnings	<input type="checkbox"/> Drawings <input type="checkbox"/> Photographs
<input type="checkbox"/> Removal of non-original accessory structure	<input type="checkbox"/> Site Plan

	<input type="checkbox"/> Photographs
<input type="checkbox"/> Front walk, driveway and/or parking area	<input type="checkbox"/> Site plan <input type="checkbox"/> Photographs <input type="checkbox"/> Materials
<input type="checkbox"/> Other minor construction (not visible from street and no impact on existing structure)	<input type="checkbox"/> Plans/drawings <input type="checkbox"/> Photographs <input type="checkbox"/> Site plan
<input type="checkbox"/> Signs	<input type="checkbox"/> Drawings with dimensions <input type="checkbox"/> Photographs & site plan showing proposed sign locations <input type="checkbox"/> Indicate proposed sign and frame materials

### Types of required supporting materials

- Site plan: Must be scaled and show in detail all landscape features (include both existing and proposed); if tree removal, include species or variety of tree; if altering plantings, include all varieties of vegetation.
- Plans and/or drawings: All drawings should be to-scale, with full dimensions and as detailed and as clear as possible, whether or not an architect or contractor is involved (examples are available in the HRC office). Both existing structure/landscape and proposed changes should be shown clearly. If altering a specific detail, include a detailed drawing of that individual feature.
- Comprehensive color photographs (either print or electronic format are acceptable for minor work): Show overall structure and close-ups of any details or features that are involved in the requested alteration.
- Material samples: May submit a small piece of material or printed description with photographs or manufacturer's brochure. Not necessary for gravel or concrete, unless special finish is proposed (stamped or stained concrete).
- Documentation: Evidence of previous/original condition such as historic photographs, Sanborn maps, or physical evidence that demonstrates previous condition like exposed framing or shadow markings.
- Specifications: Cut sheets, manufacturer's brochure, detailed drawings.

\*The City Arborist will be consulted for tree removal requests. An inspection of each tree will be performed before a Certificate of Appropriateness will be issued. Please note that in some cases, extra processing time is required for these applications, depending on the City Arborist's availability.

**All signs require a sign permit.** Please apply for a sign permit through the Development Services Center and indicate your sign permit application number here: \_\_\_\_\_

Read carefully and sign:

- Applicant should become familiar with applicable design guidelines before completing application.
- Applications may be delivered to the Development Services Center at 161 S. Charlotte Street or mailed to the address at the bottom of this form. **Unfortunately, due to limitations with our system, we cannot accept emailed applications or attachments at this time.** We may be able to accept a small number of emailed digital photos. Please check with staff before attempting to send.
- A Complete application packet consists of this completed and signed form with supporting documentation.

The undersigned signifies that the above is true:

Name \_\_\_\_\_ Date \_\_\_\_\_

**Development Services Department, Attn: Permit Center  
PO Box 7148, Asheville, NC 28802 ■ (828) 259-5638**

\$26 fee paid \_\_\_\_\_ (date)