



HISTORIC RESOURCES COMMISSION OF ASHEVILLE & BUNCOMBE COUNTY  
CERTIFICATE OF APPROPRIATENESS  
APPLICATION PROCEDURES AND CHECKLIST

**ALL INFORMATION SHOULD BE CLEAR AND LEGIBLE.**

***Please read and follow these instructions carefully. Your application may not be accepted or added to the agenda if all elements are not completed as required.***

Applicants must have their original application packet reviewed by HRC staff on or before the application deadline, typically 21 days prior to the HRC meeting. Applicants should come to the 5<sup>th</sup> floor of the City Building where HRC staff will review applications until 5 p.m. on the deadline date (see meeting schedule for deadline dates). After staff has verified that the application packet is complete, the applicant will be responsible for having it duplicated as outlined below and delivering all copies to the Development Services Center at 161 S. Charlotte St by 10:00 a.m. on Thursday of the same week. Revised applications from continued hearings must also be reviewed by staff for completeness and all copies must be submitted no later than 14 days prior to the HRC meeting.

**YOU MUST SUBMIT 14 COPIES OF YOUR APPLICATION**

**\*IMPORTANT INSTRUCTIONS:** Once your application packet has been accepted as complete, 14 copies are required. The application form, new construction checklist (if applicable), flexible development application (if applicable) and all drawings and photographs should be **collated, folded and stapled into packets**, with the application form as the top sheet of each pack. Application packets should be folded into no larger than a 10" x 13" size and stapled (no paper clips, please). Architectural drawings should be copied on paper no larger than 11" x 17" *unless a larger size is necessary to show detail*, but in all cases folded into the maximum 10" x 13" size required for mailing the packets. ◊

The HRC requires several elements of visual information in order to conduct its review. It is the applicant's responsibility to provide adequate photographs, architectural plans, and other materials to enable the HRC to understand the proposal and its impact on the surroundings.

**All of the items mentioned below must be submitted with the final application. Each item must be labeled with the address of the project and indicate what is being shown.**

**MATERIALS REQUIRED FOR MAJOR WORK**

- Photographs** – a set of photos of the building must include:
  - The front of the building, including the roofline (even if the work is to be done on the back of the building).
  - All other sides of the building [structure, lot], including the rooflines.
  - The area where the work is to be performed.
  - If windows and/or doors are to be replaced, a close-up shot of all existing windows and doors.
  - Streetscapes and the surrounding buildings in context with the project.

*You must submit one complete set of color or black and white photos listed above. In addition, you must submit copies of your photographs as part of your packets, which can be computer generated or photocopied.*

- ❑ **Architectural drawings** – detailed and dimensioned drawings showing both the existing elevations and the proposed changes to the building, structure or site. Each elevation that will be affected must be shown. These may be hand drawn or CAD drawings, but all drawings must be to-scale, with sufficient clarity and detail to show the character of the proposed work.
- ❑ **Floor plan** – drawing should be to scale and show the existing and proposed floor plans for the project.
- ❑ **Site plan** – must be to scale and show existing building footprint and proposed footprint (if any change is proposed), accessory structures, property lines, any adjacent structures (if project involves an addition). Include all landscape features including patios, fences, retaining walls, driveways and any other site alterations.
- ❑ **Samples of exterior materials** – samples must be submitted with documentation of manufacturer’s specifications and warranties for the proposed materials. Also please submit samples of proposed colors, if known.

#### **MATERIALS REQUIRED FOR NEW CONSTRUCTION MAJOR WORK REVIEWS**

All new construction projects require a Preliminary Review by the HRC prior to Final Review for the Certificate of Appropriateness.

- ❑ **New construction worksheet**
- ❑ **Architectural drawings** – Detailed and dimensioned architectural drawings, including all elevations and floor plans. All drawings must have a scale and of a size sufficient to show details. A sketch plan is okay for Preliminary Review.
- ❑ **Landscape/Site plan** – All new construction projects require a detailed site plan that must be to scale and include all landscape and hardscape features (walkways, driveways, parking areas, patios) as well as property lines, adjacent structures and any site alterations.
- ❑ **A streetscape storyboard depicting neighboring structures** – using photos, renderings or line sketches show the scale and massing of the new structure in the context of the streetscape. (If drawn, note the scale used.)
- ❑ **Samples of all exterior materials including windows and doors** – Samples must be submitted with documentation and manufacturer’s specifications and warranties for the proposed materials. Also please submit samples of proposed colors, if known.

**You must apply for all other necessary permits, variances or approvals as required by law.** These must be obtained before work may commence, or the property owner may be subject to fines.

**All application fees must be paid at the time the application is submitted. See application form for amounts.**

***The Historic Resources Commission (HRC) meets the second Wednesday of every month at 4 p.m., in the 1<sup>st</sup> floor, North Conference Room of the Asheville City Building.***