

Applications

All work on the exterior of a resource in the Historic Districts requires the review by the Historic District Commission (HDC) or staff and the issuance of a Certificate of Appropriateness (COA) prior to the start of work. An electronic application should be submitted in [Accela Citizen Access](#). Applications will no longer be accepted via paper applications, email, or fax. Project updates and review comments are communicated through email. An electronic "Certificate of Appropriateness" or denial letter will be issued at the conclusion of the review. An email notification of this will also be sent to the customer. Drawings and supporting documentation, including a fully executed Signature & Checklist form relevant to the project scope ([minor](#), [major](#) or [demo](#) checklist), should be submitted electronically. **Incomplete applications will cause delays in processing.**

Fees

Staff will notify applicants via email of the required fee amount due. Payment of fees cannot be accepted before that time. Currently, electronic fee payments are not accepted for Historic District Commission projects. All HDC fee payments should be submitted via check to the 8th floor of the Charlotte Mecklenburg Government Center. Include the final HDC # listed in the email from staff on the check.

Project	Fee	Description
Administrative Review	N/A	See page 2.6 of the HDC Design Standards.
Administrative Review, After-the-Fact (<i>work done without pre-approval</i>)	\$350	See page 2.6 of the HDC Design Standards.
Minor Review (<i>including After-the-Fact applications</i>)	\$840	<ul style="list-style-type: none">• Additions of any size to structures located on corner lots.• Accessory structures visible from public-rights-of-way, such as garages on corner lots.
Major Review (<i>including After-the-Fact applications</i>)	\$1,300	<ul style="list-style-type: none">• Additions that increase the square footage of the principal structure by 50% or more.• Painting previously unpainted masonry.• New Construction of principal structures.
Demolition	\$2,500	<ul style="list-style-type: none">• Demolition of primary structures.

Refund Policy

- In the event an application is withdrawn prior to the legal advertisement for the public hearing the payee is eligible for up to 100% refund of the total application fee.
- In the event an HDC application is withdrawn after the legal advertisement for the public hearing the application fee is non-refundable.
- After-the-Fact applications are non-refundable.

For more information regarding the **Historic District Commission Application Process** contact:

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