

# MINOR PROJECTS - REQUIRED SUBMISSION CHECKLIST

Projects eligible for Administrative Review include but are not limited to: fencing, driveways, accessory buildings (shed, garage), etc. Minor Additions that are: 1.) no taller or wider than the existing building, 2.) less than a 50% increase in square footage, and 3.) not visible from the street.

Minor Work that requires Full Commission review, primarily include: Additions that are taller or wider than the existing building but less than a 50% increase in square footage; garages on corner lots. *Note: At staff's discretion any project may be sent to the Full Commission for review.*

TO BE COMPLETED BY APPLICANT			HDC STAFF USE ONLY				
<p><b>Project eligible for Administrative review: No deadline and no fee.</b></p> <p><b>Minor Work that requires Full Commission Review:</b>  <b>Application Deadline: 1st Wednesday of each month</b>, one month prior to regularly scheduled HDC meeting (Example: February 5, 2020 is the deadline for the March 11, 2020 Meeting).</p> <p><b>Minor Project Fee (Commission Review): See EPLAN Review Application Instructions</b></p>			Yes	N/A	Yes	No	N/A
1	<p><b>Written Description.</b> Describe clearly and in detail the project scope of work. Including: footprint dimensions, total height (as measured from grade to ridge), etc.</p>						
2	<p><b>Materials.</b> (Photos + Description: wood, metal, fiber cement, etc).</p>						
3	<p><b>Photos of Existing Conditions.</b> Clear digital photos, 300 dpi or better, of:</p> <ul style="list-style-type: none"> <li>• All sides of the building(s)</li> <li>• Front yard</li> <li>• Rear yard</li> <li>• Trees to be removed</li> <li>• Significant site features</li> </ul>						
4	<p><b>Drawings or Photos of proposed work, such as:</b></p> <ul style="list-style-type: none"> <li>• Fence design</li> <li>• Trees to be removed (note size and species)</li> <li>• Retaining walls</li> <li>• Porch rails</li> <li>• Decks (incl. underpinning, rails, footprint + height, etc.)</li> </ul>						
5	<p><b>Site Plans - Existing + Proposed.</b> (Property survey, or scaled drawing accepted)</p> <ul style="list-style-type: none"> <li>• Lot Dimensions</li> <li>• Setback dimensions [side,rear,front (porch + thermal wall)]</li> <li>• Fence location(s)</li> <li>• Drives, walks + alleys</li> <li>• Tree protection and/or tree removal + replanting</li> <li>• HVAC location</li> <li>• Accessory building location (garages, sheds, gazebos, etc.)</li> <li>• Easements/public rights of way</li> <li>• % of Rear Yard Coverage</li> <li>• Grading plan, if site slopes affect project + height.</li> </ul>						

For Additions and Accessory Buildings the following information is also required:					
6	<b>Elevation Drawings - Existing + Proposed.</b> All drawings should include dimensions (incl. height as measured from grade-to-ridge), materials, foundation height, topography. For additions, the existing structure and proposed addition must be clearly shown. The plans must clearly identify the building elements to be demolished. <ul style="list-style-type: none"> <li>• Front</li> <li>• Rear</li> <li>• Left</li> <li>• Right</li> </ul>				
7	<b>Architectural Details.</b> <ul style="list-style-type: none"> <li>• Porch section (showing the column/beam alignment)</li> <li>• Railing detail</li> <li>• Roof detail (soffit, fascia)</li> <li>• Window detail (material, design, dimensions, trim)</li> <li>• Wall section</li> </ul>				
8	<b>Floor plans.</b> As needed (usually optional).				

*I understand that all required information for Minor Work projects applications must be submitted for staff to review the project; otherwise review will be delayed until the information is received.*

*If a project submitted as Minor Work, requires review by the Charlotte Historic District Commission then all information must be submitted by the application deadline; otherwise, consideration will be delayed until the following meeting. An incomplete application will not be accepted.*

**Property Address:** \_\_\_\_\_

**Parcel ID#** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

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

**Applicant Signature:** \_\_\_\_\_

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

**Date Received by HDC Staff:** \_\_\_\_\_

**Staff Initial:** \_\_\_\_\_

**Date Verified Complete by HDC Staff:** \_\_\_\_\_

**Staff Initial:** \_\_\_\_\_