EST. 1976
CHARLOTTE
HISTORIC PRESERVATION

Application Fees & Payment Instructions

Applications

All work on the exterior of a building or property 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 must be submitted in Accela Citizen Access. Project updates and review comments are communicated through email for Administrative reviewed projects. Decision letters are issued for full Commission reviewed projects. For approved projects, an electronic COA will be issued at the conclusion of the review, which the customer will need to upload to any required permit applications. 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 demolition), 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.

Project	Fee*	Description of Project Examples**
Administrative Review	N/A	See page 2.6 of HDC Design Standards.
Administrative Review, After-the-Fact *(work done without pre-approval)*	$1,195	See page 2.6 of HDC Design Standards.
Minor Review	$685	• Additions to structures located on corner lots that increase the square footage less than 50%. • One-story accessory structures visible from public-rights-of-way, such as garages on corner lots. • See page 2.6 of HDC Design Standards.
Minor Review, After-the-Fact *(work done without pre-approval)*	$1,195	• Additions to structures located on corner lots that increase the square footage less than 50%. • One-story accessory structures visible from public-rights-of-way, such as garages on corner lots. • See page 2.6 of HDC Design Standards
Major Review - Residential *(≤ 4 units, including After-the-Fact applications)*	$1,500	• New Construction of principal structures. • Painting previously unpainted masonry. • Replacement of original windows. • Accessory Dwelling Units (ADUs) on corner lots or visible from public-rights-of-way. • Additions that increase the square footage of the principal structure by 50% or more. • Tree removal, After-the-Fact.

		• See page 2.6 of HDC Design Standards.
Major Review – Multi-Family (>4 units), Non-Residential, & Mixed Use	$10,000	• New construction. • Major Additions.
Major Review – Multi-Family (>4 units), Non-Residential, & Mixed Use, After-the-Fact *(work done without pre-approval)*	$1,500	• Painting previously unpainted masonry. • Replacement of original windows. • Tree removal • See page 2.6 of HDC Design Standards
Demolition – Residential (*≤ 4 units)*	$2,250	• Demolition of residential buildings (4 or less units).
Demolition – Multi-Family (>4 units), Non-Residential, & Mixed Use	$2,625	• Demolition of multi-family (more than 4 units), non-residential, & mixed use buildings.

**Fee amounts as of 7/1/2026.*

***Project examples list is not exhaustive. Contact HDC staff with any questions.*

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 application fees are non-refundable.

Please submit Historic District Commission Application Fees in 1 of 3 Ways:

No payments can be accepted until a project has been assigned a new case number by staff. If you have just submitted your online application, and only have a case number starting with HDCPA, **please do not submit payment yet.**

Option #1: Mail in a Check

Please use the following mailing address:

City of Charlotte, Attn: Historic District Commission
600 E. Fourth Street, 8th Floor
Charlotte, NC 28202

- Please include the **application number & project address** in the memo line of the check.
- Checks should be made payable to City of Charlotte.

Option #2: Drop off a Check in Person

Please contact James Faucette [James.Faucette@charlottenc.gov or (980) 287-6051] to arrange a time to drop off a check at the Charlotte Mecklenburg Government Center [600 E 4th Street].

Checks cannot be left with 311 or other staff on the lobby level.

Only HDC Staff may accept your check.

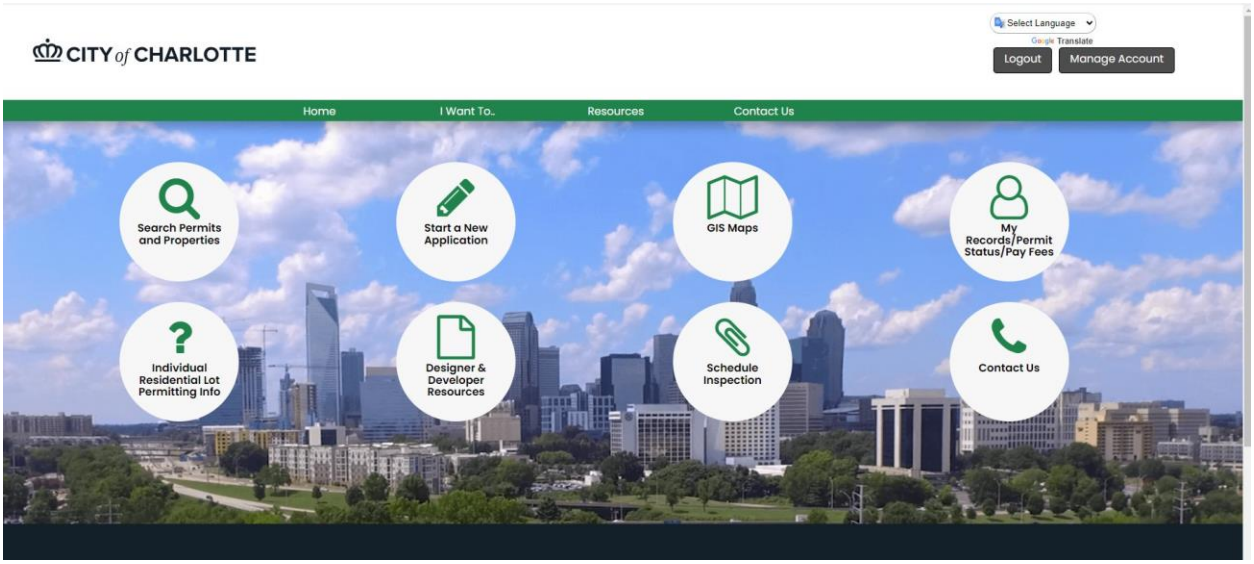
- Please include the **application number & project address** in the memo line of the check.
- Checks should be made payable to City of Charlotte.

Option #3: Make an Online Payment Through Accela

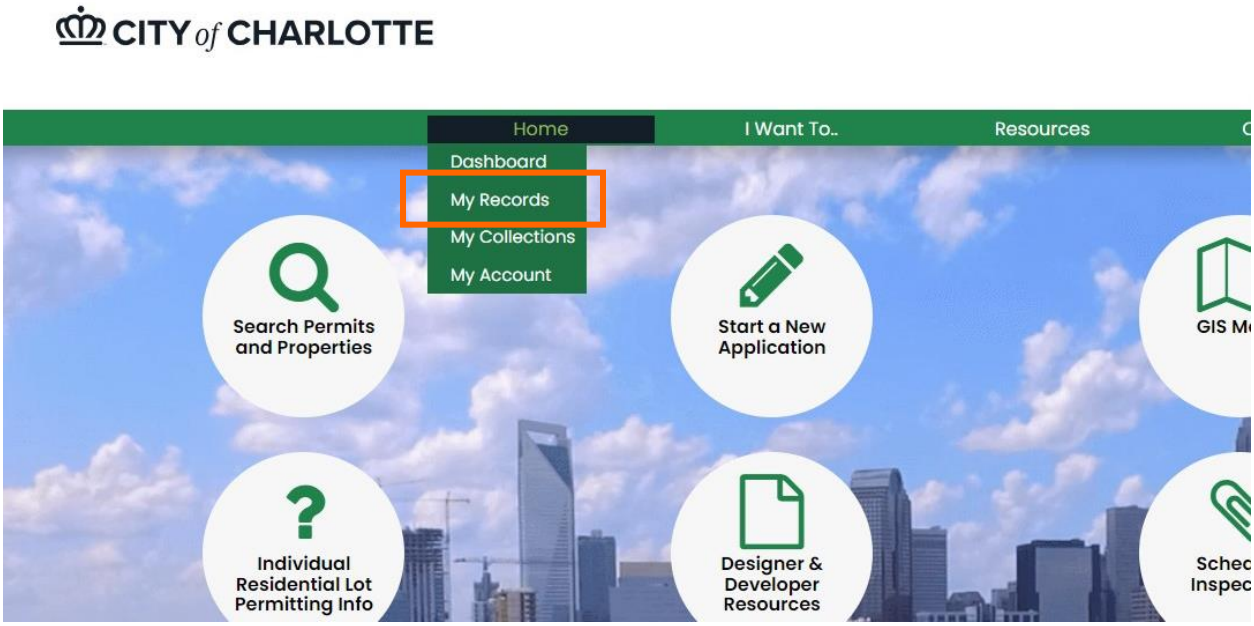
Online payments are made through the same website, Accela, as the applications [https://aca-prod.accela.com/CHARLOTTE/customization/common/home.aspx]

* **Note**: there are the third-party service fees associated with online payments.*

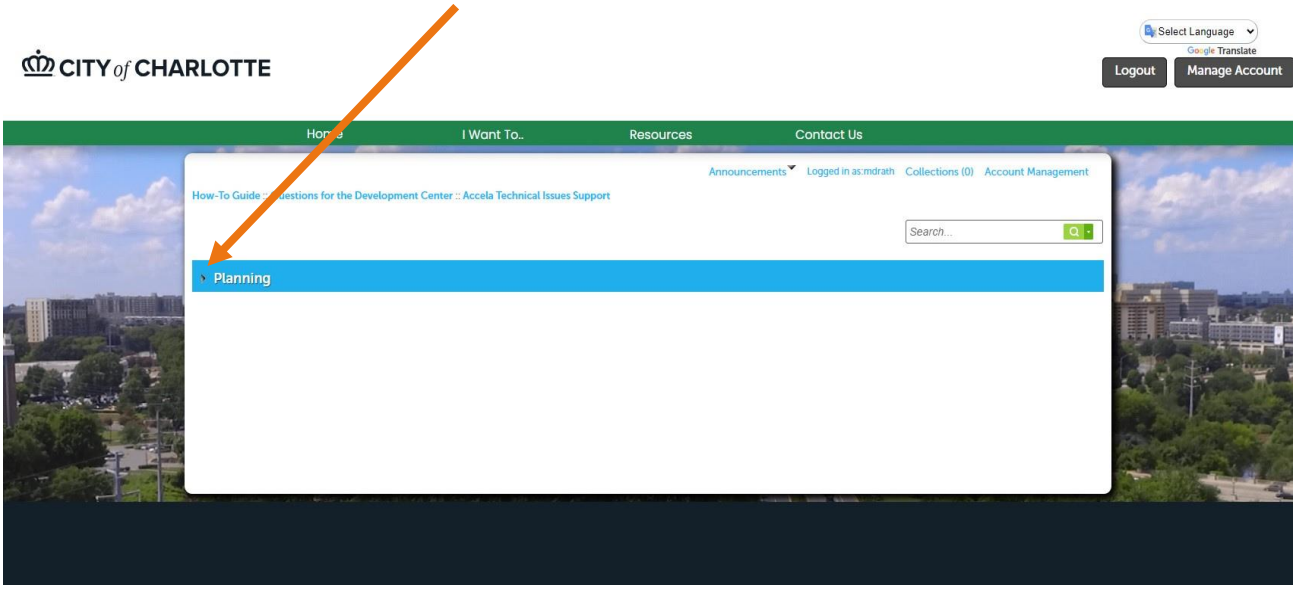
Step 1: To begin the process, log into Accela using the same username (or email) and password established when the application was submitted. Once logged in, this page should be visible.



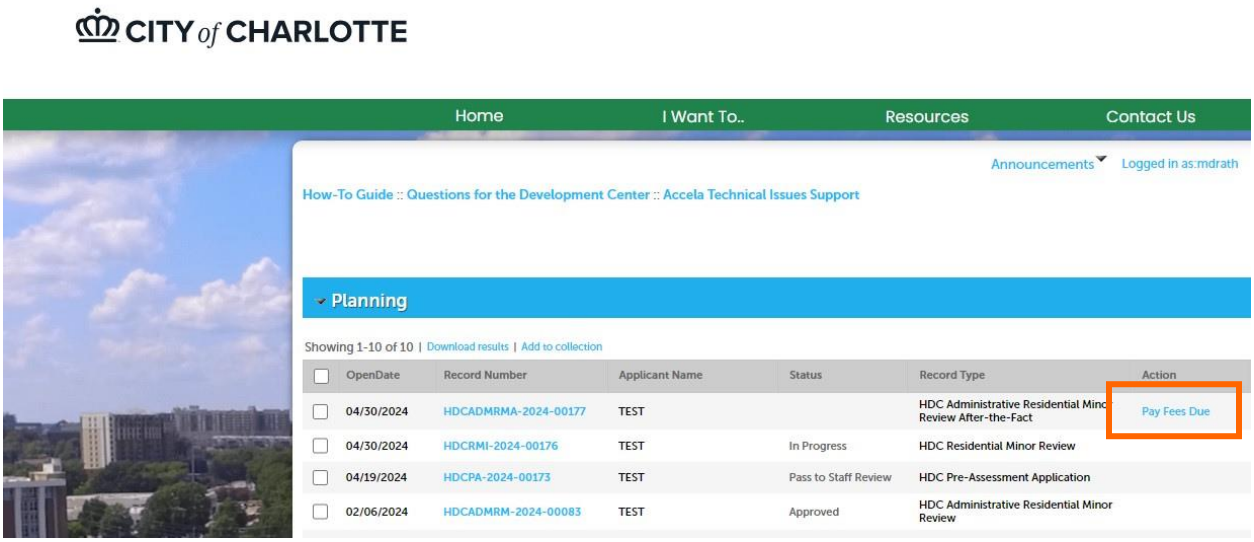
Step 2: Under the “Home” tab, select “My Records.”



Step 3: Click the triangle next to “Planning” on the blue bar.

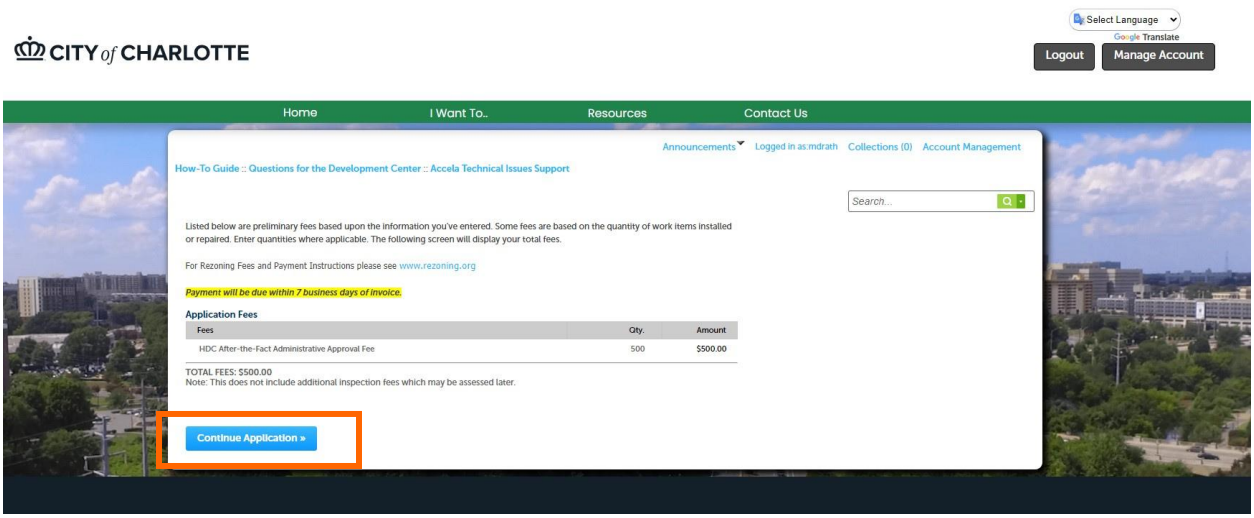


Step 4: Locate the record (application). Click “Pay Fees Due” under the Action heading.



Step 5: The next screen will display the fees due. Click “Continue Application” to make a payment using a credit card or bank account information. Follow the prompts depending on selected payment method.

* **Note:** there are the third-party service fees associated with online payments that will be charged on the next screen*



Step 6: Please email your assigned staff member or CharlotteHDC@CharlotteNC.gov to confirm that the online payment has been submitted. This will ensure that the payment has been noted in the application file.

For more information regarding the **Historic District Commission Application Process** or **Fees,** please contact:

Charlotte Historic Preservation – Historic District Commission
600 East Fourth Street, 8th Floor
Charlotte, North Carolina 28202
charlottehdc@charlottenc.gov

Information updated as of 11/4/2026