

## **EPLAN Review**

Effective **October 3, 2016**, the City of Charlotte Historic District Commission will require Electronic Plan (EPLAN) submittals for all Certificate of Appropriateness (COA) Application reviews. Customers will complete an electronic application in [Accela Citizen Access](#) by creating a Historic District Commission record type and attaching plans and all other required documentation in a Portable Document Format (PDF) file format. Customers will no longer submit paper applications, plans or any other documents via hardcopy, email or fax.

Historic District Commission staff will utilize Electronic Document Review (EDR) to review all applications and plan submittals. EDR is a fully integrated feature within Accela Automation that leverages [Adobe Acrobat®](#) to provide review and markup of documents in PDF format.

Project status updates and review comments are communicated to customers through automated email notifications. Customers may address review comments and resubmit information via [Accela Citizen Access](#). At the conclusion of review, an electronic "Certificate of Appropriateness" will be issued which will remain part of the electronic record which customers may access at any time. An email notification of the project approval will also be sent to the customer.

## **Application Instructions**

1. Read the Charlotte Historic District Commission [Design Standards](#) (Standards) PRIOR to applying for a COA. Consult with staff prior to filing your application and submit electronically via [Accela Citizen Access](#). Staff will assist you in determining the appropriate review process. Incomplete applications will cause delays in processing.
2. 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 in PDF format with the application record in [Accela Citizen Access](#). Plan sheets shall be a minimum 11"x17" and up to 24" x 36".
3. For full HDC reviews a complete application for a COA must be submitted on or before the first Wednesday of the prior month to allow time for staff to review the proposal, consult with applicants and provide public notice of the HDC hearing agenda. A complete application consists of an electronic application, all required submission materials, and applicable filing fee. Incomplete applications will not be processed. See the online [Application User Guide](#) and the Signature & Checklist forms for submission standards.

## **Filing Fees**

All Historic District Commission filing fee payments should be submitted via check to the 8<sup>th</sup> Floor of the Charlotte-Mecklenburg Government Center. At this time, electronic fee payments are not part of the EPLAN Submission and Review Process. To begin the plan review process, all fee payments are due at the time of initial plan submission.

Project	Filing Fee	Description
Administrative Review	N/A	See page 2.6 of the HDC Design Standards.
Minor Review	\$775.00	<ul style="list-style-type: none"> <li>Additions of any size to structures located on corner lots.</li> <li>Accessory structures visible from public-rights-of-way, such as garages on corner lots.</li> </ul>
Major Review	\$1,200.00	<ul style="list-style-type: none"> <li>Additions that increase the square footage of the principal structure by 50% or more.</li> <li>Painting previously unpainted masonry.</li> <li>New Construction of principal structures.</li> </ul>
Demolition	\$2,300.00	<ul style="list-style-type: none"> <li>Demolition of primary structures.</li> </ul>

### 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.

### Other Planning Department Review Fees

[Rezoning / Zoning Administration Fees & Applications](#)

### Additional Contact Information

- Planning Department Land Use and Zoning Services
- Zoning Enforcement
- Building Permits
- For additional assistance, you may also dial 311 for CharMeck Citizen Services. If calling from outside Mecklenburg County, or if your cellular carrier will not connect you to 311, dial (704) 336-7600.

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

[Kristi Harpst](#), Program Manager  
[Cynthia Kochanek](#), Planner  
[Candice Leite](#), Associate Planner  
[Linda Keich](#), Administrative Assistant

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