



For office use only

HD _____

Historic District Commission Application for Certificate of Appropriateness Long Form

(Completed application must be submitted fourteen (14) days prior to the Historic District Commission meeting at which it is to be considered.)

Property Location (street address) _____
Property Owner's Name _____
Address _____
Telephone _____
Name of Business _____

Major work items require a certificate of appropriateness and must be approved by the Commission prior to the issuance of a zoning permit. In general, these are items which involve a change in the exterior appearance of a structure or landscape and which are more substantial in nature than minor work items, including but not limited to the items listed below. Please circle the item best suited to your request.

1. Signs excluding temporary signs (real estate, political, etc.) that exceed four square feet in area.
2. New construction of or additions to buildings, and exterior remodeling
3. Moving of structures
4. Demolition of a structure or any part thereof
5. Construction of parking lots
6. Replacement of architectural details when there will be a change in design or materials from the existing ones
7. Removal of trees greater than eight inches in diameter at the base, unless determined to be dead or diseased.
8. Any other work involving a significant change in the design, material or exterior appearance of a building, structure :

I hereby give Planning staff and/or Historic District Commissioners permission to enter the property to collect information specific to this request.

I certify that, to the best of my knowledge and belief, all information supplied with this application is correct.

Date Submitted

Signature of Applicant

Date Received

Signature (Secretary or Agent)
Gastonia Historic District Commission

Material Submitted with Application:

Site Plan

Photographs

Elevation

Material Samples

Sketch

Other _____

Exterior Alteration of Existing Structure

Describe clearly and in detail all exterior architectural alterations to be made. Drawings, photographs, specifications MUST accompany this application, and any other graphic information deemed appropriate. Include information on materials, paint colors, and, if necessary, information on and location of significant, large trees on site, parking areas, etc.

****Applications without the abovementioned attachments or that do not provide a clear description will be considered incomplete and will not be processed until all pertinent information is provided.**

Staff Recommendation:

Applicant _____
Address _____
Telephone (H) _____ (B) _____
Email _____

I hereby give Planning staff and/or Historic District Commissioners permission to enter the property to collect information specific to this request.

_____ Signature of Applicant
Date Submitted

_____ Signature (Secretary or Agent)
Date Received Gastonia Historic District Commission

Please return to: Historic District Commission
City of Gastonia Planning Department
PO Box 1748
Gastonia, NC 28053
planningw@cityofgastonia.com

Applications to be heard by the full Historic District Commission must be received 14 days prior to the regularly scheduled meeting, which is the fourth Thursday of every month.

**CONSTRUCTION OF A NEW STRUCTURE
OR ADDITION TO EXISTING STRUCTURE**

*** See Historic District Design Guidelines for additional information needed to review new construction. ***

Lot Size: Front _____ Depth _____
Area of lot: _____
Width of lot at building line _____
Size of Structure: Width _____ Depth _____ Height _____
Total Floor Area: _____
Number of Stories: _____
Number of Buildings now on lot: _____
Zoning Classification: _____

Please describe clearly and in detail the appearance and nature of this project, attach drawing, specifications, rendering, etc. Include information on significant large trees on site and size and location of parking areas.

A plot plan with measured distances must be provided along with photographs of adjacent and opposite properties. In the case of new buildings and significant additions to existing buildings not designed for residential use, a model of the proposed construction must be presented at the Commission's meeting.

Copies of all information submitted with the application must be retained by the Historic District Commission. This application must be returned fourteen (14) days prior to the meeting of the Historic District Commission at which it is to be considered.

Applicant _____
Address _____

Telephone: (H) _____ (B) _____

**DEMOLITION/RELOCATION OF AN EXISTING STRUCTURE
(FOR DEMO APPLICATIONS ONLY)**

*** See Historic District Design Guidelines for additional information needed to review demolition/relocation. ***

(Please attach photograph of structure, adjacent properties and/or new location.)

1. History of structure (date, original owner, notable persons, or important events associated with structure.)

2. Architectural Description of Structure (style, significant detailing, etc.)

(NOTE: Items 3 - 6 are for Relocation Applicants Only.)

3. Reason for Relocation.

4. New property location _____

5. Please provide a brief description of any exterior alterations to the structure or appurtenant features associated with its relocation (foundation, walls, driveway, etc.)

6. Please identify any significant vegetation which may be removed during relocation.

Copies of all information submitted with the application must be retained by the Historic District Commission. This application must be returned fourteen (14) days prior to the meeting of the Historic District Commission at which it is to be considered.

Applicant _____
Address _____
Telephone (H) _____ (B) _____