



**CERTIFICATE OF  
APPROPRIATENESS APPLICATION**  
**REQUIRED MATERIALS CHECKLIST**

Community Development Department  
100 N King St.  
Hendersonville, NC 28792  
828-697-3010

**Procedures for Reviewing Applications for Certificates Appropriateness**

The City’s Historic Preservation Ordinance provides that no one may erect, alter, restore, move, or demolish the exterior portion of any building or other structure, nor undertake significant modifications to landscaping and other site features, without a Certificate of Appropriateness (COA) which must be approved prior to the commencement of work. The COA application is processed through the city of Hendersonville Planning Department by the Commission Coordinator (828-697-3010).

All COA applications are **due 30 days prior** to the next regular Commission meeting date. The Historic Preservation Commission meets the **third Wednesday of each month at 5pm in the 2nd Floor Meeting Room located at City Hall (160 6th Ave E.).**

**Application Submittal Requirements and Required Materials Checklist**

Design Standards, HPC Meeting Schedule and Staff Contact Information can be found on the City of Hendersonville Historic Preservation Commission Website: [www.hendersonvillehpc.org](http://www.hendersonvillehpc.org)

Date: 01/08/2025

Minor Work

Major Work

Major Work Resubmittal

Application Contact Information			
<b>Applicant Name:</b> Sarah McCormick	<b>Property Address:</b> 105 S Main Street Hendersonville NC 28792	<b>Applicant Email:</b> sarah@peacockarchitect.com	<b>Phone Number:</b> (828)696-4000
<b>Property Owner Name (if different from Applicant)</b> Mary Thomas Vieira	<b>Mailing Address:</b> 105 S Main Street Hendersonville NC 28792	<b>Owner Email:</b> mtv8650@gmail.com	<b>Phone Number:</b> (828)696-6381

**COA Project Description – The burden of proof is on the Applicant to prove the proposed work is in keeping with the historical character of the district. Please list specific references in the Design Standards that support your application.**

Peacock Architects is proposing the addition of an access hatch on the side of the building at 105 S Main St in order to provide the owner access to her basement. The proposed access hatch door is the same size and location of a previous opening, as evident in the photos provided, and uses the existing stone lintel to preserve the structural integrity of the wall. The access hatch door is proposed to be the same material, color and style of the existing retail storefront on the first floor.



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**Property Owner Signature**

I, the undersigned, certify that all information in this application and in any attachments thereto is accurate to the best of my knowledge. Furthermore, I understand that should a certificate of appropriateness be issued, such certificate will be valid for a period of six months from the date of issuance. Failure to procure a building permit within that period will be considered as failure to comply with the certificate, and the certificate will become invalid. If a building permit is not required, the authorized work must be completed within six (6) months. Certificates can be extended for six (6) months by requesting an extension in writing prior to their expiration from the Commission Coordinator.

Mary Thomas Vieira

\_\_\_\_\_  
**Printed Property Owner(s) Name**

\_\_\_\_\_  
**Property Owner(s) Signature**

\_\_\_\_\_  
**Printed Company Name (if applicable)**

\*LLC, Inc., Trust

\_\_\_\_\_  
**Property Owner Title (if applicable)**

\*Member, Manager, Register Agent, etc.

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**Community Development Use Only**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Application Complete: Y / N

Proposed HPC Meeting Date (if applicable): \_\_\_\_\_

Notes:



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<b>GENERAL APPLICATION REQUIREMENTS (FOR MINOR &amp; MAJOR WORKS):</b>	
Note: These items are <u>required</u> as part of a complete application package. Incomplete application packages <u>will not</u> move forward in the review process and will result in additional processing and review time.	
<input type="checkbox"/>	<b>Pre-Application Meeting with City Staff</b> (Required for Major Work only)
<input type="checkbox"/>	<b>Detailed Project Description</b>
<input type="checkbox"/>	<b>Color/Labeled Photographs of Subject Property</b>
<input type="checkbox"/>	<b>Property Owner(s) Signature</b>
<b>MINOR WORK REQUIREMENTS</b>	
<b>Fences and Walls</b>	
<input type="checkbox"/>	<b>Site Plan</b> showing proposed location of fencing or wall (include dimensions)
<input type="checkbox"/>	<b>Rendering</b> of proposed fence or wall style.
<input type="checkbox"/>	<b>Material Information</b> (i.e. <i>brickwork, stucco, stone, concrete, wood, cast iron, and wrought iron</i> )
<b>Landscaping Projects</b>	
<input type="checkbox"/>	<b>Site Plan</b> showing location of proposed unit.
<input type="checkbox"/>	<b>Mechanical Unit &amp; Pad Specifications</b> clearly indicating dimensions.
<input type="checkbox"/>	<b>Image</b> showing location of unit and any proposed lines.
<input type="checkbox"/>	<b>Screening type</b> - i.e. shrubbery, fencing, or other.
<b>Rooftop Construction</b>	
<input type="checkbox"/>	<b>Manufacturer Specifications</b> , including material color.
<input type="checkbox"/>	<b>Roof Plan</b> , showing location of rooftop mounted utility, access, or safety structures
<b>Installation of Mechanical and Utility Equipment</b>	
<input type="checkbox"/>	<b>Site Plan</b> , showing location of proposed equipment
<input type="checkbox"/>	<b>Screening type</b> , i.e. shrubbery, fencing, or other.
<b>Foundation Repairs</b>	
<input type="checkbox"/>	<b>Photographs</b> showing existing conditions.
<input type="checkbox"/>	<b>Material information</b> for any new material.
<b>Masonry Repairs</b>	
<input type="checkbox"/>	<b>Photographs</b> showing existing conditions.
<input type="checkbox"/>	<b>Material information</b> for any new material.
<b>Awnings</b>	
<input type="checkbox"/>	<b>Rendering</b> showing location of awning.
<input type="checkbox"/>	<b>Material information</b> , cloth, canvas, acrylic, or other
<b>Removal of Artificial Siding</b>	
<input type="checkbox"/>	<b>Photographs</b> showing existing conditions.
<input type="checkbox"/>	<b>Original siding information and description of work</b> , repair, repaint or replacement of original siding



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<b>Existing Stairs, Landing, Steps and Entryways</b>	
<input type="checkbox"/>	Photographs showing existing conditions.
<input type="checkbox"/>	Rendering of proposed exterior stairs, landing, steps, or entryway styles
<input type="checkbox"/>	Material information for any new material.
<b>Replacement of Missing Details</b>	
<input type="checkbox"/>	Photographs showing existing conditions.
<input type="checkbox"/>	Rendering of proposed siding, trim, porch floors, ceilings, columns & balustrade or other architectural features
<input type="checkbox"/>	Material information for any new material.
<b>Replacement of Upper Façade Windows (Main Street Local Historic District)</b>	
<input type="checkbox"/>	Photographs showing existing conditions and number of windows to be replaced
<input type="checkbox"/>	Material information for any new material.
<b>Removal of Accessory Buildings (not original to the site)</b>	
<input type="checkbox"/>	Photographs showing existing conditions.
<input type="checkbox"/>	Site Plan indicating location of accessory building
<b>Accessibility</b>	
<input type="checkbox"/>	Site Plan indicating location of temporary structure.
<input type="checkbox"/>	Material Information
<b>Decks (Main Street Local Historic District)</b>	
<input type="checkbox"/>	Existing and Proposed Site Plans (drawn to scale; include entire site).
<input type="checkbox"/>	Existing and Proposed Elevation Drawings (drawn to scale; side and rear elevations).
<input type="checkbox"/>	Railing Detail Drawing
<input type="checkbox"/>	Material Information
<b>Other Miscellaneous Work Not Listed</b>	
<input type="checkbox"/>	Contact City Staff if you are not sure what is required for your scope of work.
<b>MAJOR WORK REQUIREMENTS</b>	
<b>New Construction, Additions &amp; Accessory Structures</b>	
<input type="checkbox"/>	Materials Worksheet (Not required for Additions)
<input type="checkbox"/>	Existing & Proposed Site Plans (drawn to scale)
<input type="checkbox"/>	Existing & Proposed Floor Plans (drawn to scale)
<input type="checkbox"/>	Existing & Proposed Elevation Drawings (drawn to scale)
<input type="checkbox"/>	Tree Removal & Protection Plan (drawn to scale)
<input type="checkbox"/>	Landscaping Plan
<input type="checkbox"/>	Streetscape Rendering (Required for new structures sited adjacent to a right of way))
<input type="checkbox"/>	Manufacturer Specifications for All Materials (Including but not limited to windows, doors, siding, roofing, lighting, mechanical)