



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

Date: 11.21.2024 Minor Work Major Work Major Work Resubmittal

Application Contact Information			
Applicant Name: PEACOCK ARCHITECTS	Property Address: 129 3RD AVE W HENDERSONVILLE, NC 28792	Applicant Email: TAMARA@PEACOCKARCHITECT.COM	Phone Number: (828) 696-4000
Property Owner Name (if different from Applicant) HVL PROPERTY MANAGEMENT	Mailing Address: Po Box 786 Arden, NC 28704	Owner Email: joshdisrael@gmail.com	Phone Number: (828)606-3453

COA Project Description – The burden character of the district. Please list
<p>Proposal for Façade Modification and Window Rehabilitation at 344 Main Street, Hendersonville, NC</p> <p>Peacock Architects respectfully requests approval for the removal of a metal screen currently attached to the exterior façade of 344 Main Street, located at the corner of 4th Avenue and Main Street in Hendersonville, North Carolina. This screen, while serving as a later addition for aesthetic purposes, is not original to the building's historic character.</p> <p>In conjunction with this request, we propose the rehabilitation of (7) second floor west-facing windows, which are currently boarded up. In addition to the Main Street facing windows, we are also requesting to replace the windows on the North Facade and rear of building which are currently boarded up or in need of replacement due to irreparable conditions. Our goal is to restore these windows to their original 1920s design and character, in alignment with the historic integrity of the structure. We aim to complete both the removal of the metal screen and the window rehabilitation under the same city-approved permit.</p> <p>Our proposal adheres to the design standards outlined in Section 3.2 of the Main Street Historic District guidelines, specifically:</p> <p>“.2 The covering of upper façades is not appropriate. Whenever possible, remove metal or other non-historic coverings from upper façades.”</p> <p>“.4 When upper floor windows must be replaced, match the original in configuration and materials.”</p> <p>We are confident that these efforts will honor the historical significance of the building while enhancing its architectural integrity and contributing to the charm of the Main Street Historic District.</p>



CERTIFICATE OF APPROPRIATENESS APPLICATION

Community Development Department
100 N King St.
Hendersonville, NC 28792

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.

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.

Community Development Use Only

Date Received: _____

Received By: _____

Application Complete: Y / N

Proposed HPC Meeting Date (if applicable): _____

Notes:



CERTIFICATE OF APPROPRIATENESS APPLICATION

Community Development Department
100 N King St.
Hendersonville, NC 28792

GENERAL APPLICATION REQUIREMENTS (FOR MINOR & MAJOR WORKS):	
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"/>	Pre-Application Meeting with City Staff (Required for Major Work only)
<input type="checkbox"/>	Detailed Project Description
<input type="checkbox"/>	Color/Labeled Photographs of Subject Property
<input type="checkbox"/>	Property Owner(s) Signature
MINOR WORK REQUIREMENTS	
Fences and Walls	
<input type="checkbox"/>	Site Plan showing proposed location of fencing or wall (include dimensions)
<input type="checkbox"/>	Rendering of proposed fence or wall style.
<input type="checkbox"/>	Material Information (i.e. <i>brickwork, stucco, stone, concrete, wood, cast iron, and wrought iron</i>)
Landscaping Projects	
<input type="checkbox"/>	Site Plan showing location of proposed unit.
<input type="checkbox"/>	Mechanical Unit & Pad Specifications clearly indicating dimensions.
<input type="checkbox"/>	Image showing location of unit and any proposed lines.
<input type="checkbox"/>	Screening type - i.e. shrubbery, fencing, or other.
Rooftop Construction	
<input type="checkbox"/>	Manufacturer Specifications , including material color.
<input type="checkbox"/>	Roof Plan , showing location of rooftop mounted utility, access, or safety structures
Installation of Mechanical and Utility Equipment	
<input type="checkbox"/>	Site Plan , showing location of proposed equipment
<input type="checkbox"/>	Screening type , i.e. shrubbery, fencing, or other.
Foundation Repairs	
<input type="checkbox"/>	Photographs showing existing conditions.
<input type="checkbox"/>	Material information for any new material.
Masonry Repairs	
<input type="checkbox"/>	Photographs showing existing conditions.
<input type="checkbox"/>	Material information for any new material.
Awnings	
<input type="checkbox"/>	Rendering showing location of awning.
<input type="checkbox"/>	Material information , cloth, canvas, acrylic, or other
Removal of Artificial Siding	
<input type="checkbox"/>	Photographs showing existing conditions.
<input type="checkbox"/>	Original siding information and description of work , repair, repaint or replacement of original siding



CERTIFICATE OF APPROPRIATENESS APPLICATION

Community Development Department
100 N King St.
Hendersonville, NC 28792

Existing Stairs, Landing, Steps and Entryways	
<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.
Replacement of Missing Details	
<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.
Replacement of Upper Façade Windows (Main Street Local Historic District)	
<input type="checkbox"/>	Photographs showing existing conditions and number of windows to be replaced
<input type="checkbox"/>	Material information for any new material.
Removal of Accessory Buildings (not original to the site)	
<input type="checkbox"/>	Photographs showing existing conditions.
<input type="checkbox"/>	Site Plan indicating location of accessory building
Accessibility	
<input type="checkbox"/>	Site Plan indicating location of temporary structure.
<input type="checkbox"/>	Material Information
Decks (Main Street Local Historic District)	
<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
Other Miscellaneous Work Not Listed	
<input type="checkbox"/>	Contact City Staff if you are not sure what is required for your scope of work.
MAJOR WORK REQUIREMENTS	
New Construction, Additions & Accessory Structures	
<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)