



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

REQUIRED MATERIALS CHECKLIST

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: 2/13/2025 Minor Work **Major Work** Major Work Resubmittal

| Application Contact Information | | | |
|--|---|--|-----------------------------------|
| Applicant Name: Caryn Alexander | Property Address: 1723 Meadowbrook Terrace Hendersonville, NC 28791 | Applicant Email: clalexander@ hcpsnc.org | Phone Number: (828) 243 - 2304 |
| Property Owner Name (if different from Applicant) | Mailing Address: | Owner Email: | Phone Number: |

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.

My house was severely affected by flooding from Hurricane Helene. I have 3 windows in my kitchen that do not function / open and have major damage to the sill and framing. The cords and pulleys are missing and the windows do not open and the sills are rotten due to faulty gutters that have now been repaired (January 2024). I am proposing to replace these 3 windows with casement windows for more ease of use and function since they are located above kitchen cabinets. I have included the proposal from Asheville Windows and Doors which includes their renderings and material usage. The new casement windows will have a wider rail in the middle to mimic the meeting rail on a double hung window.

During necessary demolition for mold remediation I uncovered a hidden window in my living room that is original to the house. I would like to restore the opening and place 2 casement windows back in the wall. This is fairly expensive since it has brick and stucco over the outside, but I feel it is important to return a window back to its original place in the home.

Lastly I would like to replace 2 windows (vinyl windows not original to the home) in the sunroom into doors to the backyard. Current access to the backyard is from the stairs to the basement. These doors would help the function of the home and be historically proper.

I have included the proposal from Asheville Windows & Doors that includes the materials (wood & wood cladding) and renderings

of all three project areas. All of these are on the back side of the house and not visible from the street. These windows will all be in the original opening and compatible design to the original current windows. In the kitchen they will be 6 over 6 like the rest of the original windows in the home. The hidden windows in the living room are two 4 pane casement windows that will be replaced with the same type and style of window. Asheville Windows & Doors does not have the Charleston Green paint that is the approved trim color for my house. We chose the ebony exterior color and will paint the exterior Charleston green if that is what is required.



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Property Owner Signature Caryn L. Alexander 2/13/2025

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.

Caryn Alexander
Printed Property Owner(s) Name Property Owner(s) Signature

Printed Company Name (if applicable) Property Owner Title (if applicable)
*LLC, Inc., Trust *Member, Manager, Register Agent, etc.

Community Development Use Only

Date Received: 2/13/25 Received By: Sam Hayes Application Complete: Y / N Proposed HPC Meeting

Date (if applicable): _____ Notes: _____



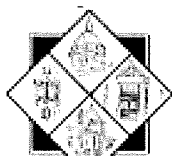
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| GENERAL APPLICATION REQUIREMENTS (FOR MINOR & MAJOR WORKS): Note: These items are <u>required</u> as part of a complete application package. Incomplete application packages <u>will not</u> move forward in the review process and will result in additional processing and review time. | |
| | Pre-Application Meeting with City Staff (Required for Major Work only) |
| | Detailed Project Description |
| | Color/Labeled Photographs of Subject Property |
| | Property Owner(s) Signature |
| MINOR WORK REQUIREMENTS | |
| | Fences and Walls |

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| | Site Plan showing proposed location of fencing or wall (include dimensions) |
| | Rendering of proposed fence or wall style. |
| | Material Information (i.e. <i>brickwork, stucco, stone, concrete, wood, cast iron, and wrought iron</i>) |
| Landscaping Projects | |
| | Site Plan showing location of proposed unit. |
| | Mechanical Unit & Pad Specifications clearly indicating dimensions. |
| | Image showing location of unit and any proposed lines. |
| | Screening type - i.e. shrubbery, fencing, or other. |
| Rooftop Construction | |
| | Manufacturer Specifications , including material color. |
| | Roof Plan , showing location of rooftop mounted utility, access, or safety structures |
| Installation of Mechanical and Utility Equipment | |
| | Site Plan , showing location of proposed equipment |
| | Screening type , i.e. shrubbery, fencing, or other. |
| Foundation Repairs | |
| | Photographs showing existing conditions. |
| | Material information for any new material. |
| Masonry Repairs | |
| | Photographs showing existing conditions. |
| | Material information for any new material. |
| Awnings | |
| | Rendering showing location of awning. |
| | Material information , cloth, canvas, acrylic, or other |
| Removal of Artificial Siding | |
| | Photographs showing existing conditions. |
| | Original siding information and description of work , repair, repaint or replacement of original siding |



APPLICATION

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| Existing Stairs, Landing, Steps and Entryways | |
| | Photographsshowing existing conditions. |
| | Rendering of proposed exterior stairs, landing, steps, or entryway styles |
| | Material information for any new material. |
| Replacement of Missing Details | |
| | Photographsshowing existing conditions. |
| | Rendering of proposed siding, trim, porch floors, ceilings, columns & balustrade or other architectural features |
| | Material information for any new material. |
| Replacement of Upper Façade Windows (Main Street Local Historic District) | |
| | Photographsshowing existing conditions and number of windows to be replaced |
| | Material information for any new material. |
| Removal of Accessory Buildings (not original to the site) | |
| | Photographsshowing existing conditions. |
| | Site Plan indicating location of accessory building |
| Accessibility | |
| | Site Plan indicating location of temporary structure. |
| | Material Information |
| Decks (Main Street Local Historic District) | |
| | Existing and Proposed Site Plans (drawn to scale; include entire site). |
| | Existing and Proposed Elevation Drawings(drawn to scale; side and rear elevations). |
| | Railing Detail Drawing |
| | Material Information |
| Other Miscellaneous Work Not Listed | |
| | Contact City Staff if you are not sure what is required for your scope of work. |
| MAJOR WORK REQUIREMENTS | |
| New Construction, Additions & Accessory Structures | |

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| X | Materials Worksheet (Not required for Additions) |
| | Existing & Proposed Site Plans (drawn to scale) |
| | Existing & Proposed Floor Plans (drawn to scale) |
| | Existing & Proposed Elevation Drawings (drawn to scale) |
| | Tree Removal & Protection Plan (drawn to scale) |
| | Landscaping Plan |
| | Streetscape Rendering (Required for new structures sited adjacent to a right of way)) |
| X | Manufacturer Specifications for All Materials (Including but not limited to windows, doors, siding, roofing, lighting, mechanical) |