

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 <u>prior</u> to the commencement of work. The COA application is processed through the city of Hendersonville Planning Department by the Commission Coordinator (828-697-3010).

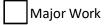
All COA applications are <u>due 30 days prior</u> to the next regular Commission meeting date. The Historic Preservation Commission meets the <u>third Wednesday of each month at 5pm in the 2nd Floor Meeting Room located at City Hall (160</u> <u>6th Ave E.).</u>

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: <u>www.hendersonvillehpc.org</u>

Date:01/08/2025

Minor Work



Major Work Resubmittal

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

May Thomas Viena Property Owner(s) Signature

Printed Company Name (if applicable) *LLC, Inc., Trust

Printed Property Owner(s) Name

Property Owner Title (if applicable) *Member, Manager, Register Agent, etc.

Community Development Use Only

Date Received:

Application Complete: Y / N

Received By:_____

Proposed HPC Meeting Date (if applicable): _____

Notes:



	RAL APPLICATION REQUIREMENTS (FOR MINOR & MAJOR WORKS):
	These items are <u>required</u> as part of a complete application package. Incomplete application packages <u>will not</u> move
forwa	rd 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
MINO	R WORK REQUIREMENTS
Fenc	es and Walls
	Site Plan showing proposed location of fencing or wall (include dimensions)
	Rendering of proposed fence or wall style.
	Material Information (i.e. brickwork, stucco, stone, concrete, wood, cast iron, and wrought iron)
Land	scaping 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.
Roof	top Construction
	Manufacturer Specifications, including material color.
	Roof Plan, showing location of rooftop mounted utility, access, or safety structures
Insta	llation of Mechanical and Utility Equipment
	Site Plan, showing location of proposed equipment
	Screening type, i.e. shrubbery, fencing, or other.
Foun	dation Repairs
	Photographs showing existing conditions.
	Material information for any new material.
Maso	onry Repairs
	Photographs showing existing conditions.
	Material information for any new material.
Awni	
	Rendering showing location of awning.
	Material information, cloth, canvas, acrylic, or other
Rem	oval of Artificial Siding
	Photographs showing existing conditions.
	Original siding information and description of work, repair, repaint or replacement of original siding



Exist	ing Stairs, Landing, Steps and Entryways		
	Photographs showing existing conditions.		
	Rendering of proposed exterior stairs, landing, steps, or entryway styles		
	Material information for any new material.		
Replacement of Missing Details			
	Photographs showing 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)			
	Photographs showing existing conditions and number of windows to be replaced		
	Material information for any new material.		
Removal of Accessory Buildings (not original to the site)			
	Photographs showing existing conditions.		
	Site Plan indicating location of accessory building		
Acces	ssibility		
	Site Plan indicating location of temporary structure.		
	Material Information		
Deck	s (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		
Othe	Other Miscellaneous Work Not Listed		
	Contact City Staff if you are not sure what is required for your scope of work.		
MAJC	DR WORK REQUIREMENTS		
New	Construction, Additions & Accessory Structures		
	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))		
	Manufacturer Specifications for All Materials (Including but not limited to windows, doors, siding, roofing,		
	lighting, mechanical)		