



# 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: \_\_\_\_\_ ☐ Minor Work ☐ Major Work ☐ Major Work Resubmittal

Application Contact Information			
Applicant Name: <i>DAN CHAPMAN</i>	Property Address: <i>132 G 3RD AVE E</i>	Applicant Email: <i>DANANDPATI2@YAHOO</i>	Phone Number: <i>828-606-3276</i>
Property Owner Name (if different from Applicant) <i>Zachary Neill</i>	Mailing Address: <i>1 Maplewood Rd Asheville NC 28804</i>	Owner Email: <i>zachary.rockwell.neill@gmail.com</i>	Phone Number: <i>828/747-4020</i>

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.

*1. REPLACE EXISTING DOOR DUE TO WATER DAMAGE WITH A STANDARD FULL VIEW GLASS AS IT WAS YEARS AGO.*

*2. REMOVE EXISTING TRELLIS AND REPLACE IT WITH AN AWNING*





# CERTIFICATE OF APPROPRIATENESS APPLICATION

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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.

*Zachary Neill*

Printed Property Owner(s) Name

*[Signature]*

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: \_\_\_\_\_

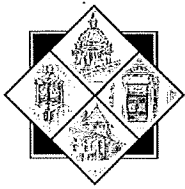
Received By: \_\_\_\_\_

Application Complete: Y / N

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

Notes:



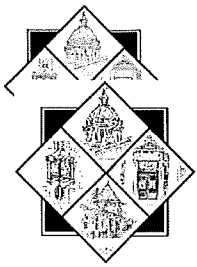


# CERTIFICATE OF APPROPRIATENESS APPLICATION

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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)





# CERTIFICATE OF APPROPRIATENESS APPLICATION

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## GENERAL APPLICATION REQUIREMENTS (FOR MINOR & MAJOR WORKS):

Note: These items are required as part of a complete application package. Incomplete application packages will not 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







**Air-Vent Exteriors, Inc.**

Office: (828)687-0439

Fax: (828)687-1620

[www.airventexteriors.com](http://www.airventexteriors.com)



**Greenville Awning Co.**

Office: (864) 288-0063

Fax: (864) 288-3683

[www.greenvilleawning.com](http://www.greenvilleawning.com)

**Corporate Mailing Address**

1852 Brevard Rd.

Arden, NC 28704

Date: 4.14.2025

Submitted To HANDS ON CONSTRUCTION Home ( ) - -  
Contact Name DAN CHAMPMAN Cell ( 828 ) - 606 -  
Street 132 B 3RD AVE EAST Work ( ) - -  
City HENDERSONVILLE State NC Zip 28792 Email: DAN AND PATI 2 @YAHOO.COM

We hereby submit specifications and costs for the improvement of Real Property:

**Awning Style:**

- ☒ Traditional ☐ Convex ☐ Dome ☐ Patio canopy ☐ Entrance canopy ☐ Concave  
☐ New fabric cover for existing awning frame ☐ Other \_\_\_\_\_

**Frame Material:**

Sturdy aluminum frame welded for strength.

- ☒ Mill Finish Silver ☐ Optional: Prefinished Powder Coated Color: \_\_\_\_\_

**Awning cover:**

- ☒ 100% acrylic canvas ☐ Heavy-weight vinyl fabric ☒ Flame-retardant canvas ☐ Standing seam metal  
☒ Color: # RUST (SUNBRELLA) ☒ Valance Style: 8" HV

**Aluminum Patio Canopies**

- ☐ Uninsulated patio roof ☐ Foam-insulated patio roof ☐ Roof color: \_\_\_\_\_  
☐ Trim color: \_\_\_\_\_ ☐ Support post color: \_\_\_\_\_

**GHRC Architectural Aluminum Canopies**

- ☐ Hanger Rod ☐ Post Supported  
☐ 100 Series ☐ 200 Series ☐ 300 Series ☐ Cantilevered  
Color \_\_\_\_\_ Wall Plate Style \_\_\_\_\_  
Roof Decking Style \_\_\_\_\_ Gutter Size \_\_\_\_\_ Gutter Profile \_\_\_\_\_  
Post Size \_\_\_\_\_

**Bahama Shutters**

Color: \_\_\_\_\_

Blade Styles: ☐ Oval Decorative Blade ☐ Operable Impact Rated Blade

All work to be done by our technicians covered by Gen. Liability and Worker's Compensation Insurance

**Notes:**

Air Vent Exteriors to consider + install NEW TRADITIONAL  
STYLE AWNING OVER FRONT ENTRYWAY OF BUSINESS.

JOB Includes ALL PERMITS, LABOR + MATERIALS

Dimensions - 14'-1" wide - 27" deep x 42" proj



Date: 4.14.25

\$ 3,400 -

- \$

\$ 3,400 -

\$ 1

\$ 3.400 -

\$ 1,400 -

\$ 2,000-

☐ Cash or Ck. # \_\_\_\_\_☐ Financing☐ Credit Card

I agree to purchase the Products & Scope of work per the outlined specifications, pricing and terms of the entire agreement.

Client's Signature: \_\_\_\_\_

Authorized Company Representative Signature: John Downey

Date of Acceptance: \_\_\_\_\_

## Reeb Report



BUILDERS FIRSTSOURCE-HENDERSONVILLE  
2324 ASHEVILLE HIGHWAY  
HENDERSONVILLE NC 28791  
828-694-0665



### Project Information (ID #8972780 Revision #13340830)

[Hide](#)

**Project Name:** DAN CHAPMAN - 3RD AVE EAST

**Quote Date:** 02/12/2025

**Customer:**

**Submitted Date:**

**Contact Name:**

**PO#:**

**Phone (Main):**

**Phone (Cell):**

**Sales Rep Name:** Kyndle Wallen

**Customer Type:**

**Terms:**

### Delivery Information

[Hide](#)

**Shipping Contact:**

**Comments:**

**Shipping Address:**

**City:**

**State:**

**Zip:**

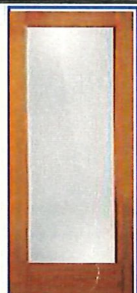
### Unit Detail

[Hide All Configuration Options](#)

**Item:** 0001: Ext 36" x 80" F7002LE LHI 4 9/16" Fir

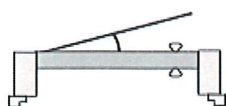
**Location:**

**Quantity:** 1



Fir 36"x80" Single Door

1,465.74



EXTERIOR  
Left-Hand Inswing

#### Configuration Options [Hide](#)

Ext Fir Single Door 36" x 80" F7002LE , 4 9/16" Fir,  
No Brickmould, Left Hand Inswing, US1D Flat Black  
Radius Corner Ball Bearing Hinges, Bronze Finish w  
Dark Cap Composite Adjustable Sill, Sill Cover,  
Bronze Compression Weatherstripping, Single Lock  
Bore 2-3/8" Backset Bore

Rough Opening: 38 1/2" x 82 1/2"

Total Unit: 37 5/8" x 82"(Includes Exterior Casing)

**Item Total:** \$ 1,465.74

**Item Quantity Total:** \$ 1,465.74

### Unit Summary

[Hide](#)

Item	Location	Description	Quantity	Unit Price	Total Price
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Name: Harold Cass  
Date: 4.14.25

### **Acceptance of Agreement**

The above prices, specifications, and conditions (front and back) are satisfactory and are hereby accepted. You are authorized to do the work specified. All work to be completed in a workman like manner according to specifications submitted. per standard practice. The manufacturer of the products installed provides certain warranty protection for the buyer. Air-Vent Exteriors, Inc. will provide the warranty information and forms supplied by the manufacturer. Air-Vent Exteriors, Inc. makes no express warranties and no warranties of merchantability or fitness for a particular purpose with regard to the products installed. In no event shall Air-Vent Exteriors. be liable for special or consequential damages, If this agreement was solicited at your residence or at a place other than the place of business of the seller and you do not want the goods or services, you the buyer, may cancel this transaction by sending a notice to the seller at any time prior to midnight of the third business day after you sign this transaction. The notice must be mailed to: Air-Vent Exteriors, Inc ..., 1852 Brevard Rd, Arden, NC 28704.

### **PAYMENT OF BALANCE DUE**

If the job is substantially completed, awaiting a small part, service call, etc., then payment shall commence as per terms or the account will become past due. However, 5% or \$100.00 (which is smaller), may be withheld if services or a small part is needed. When payment is past due, the entire balance becomes due and payable and a service charge of 1 ½ % per month (an annual rate of 18%) shall be added monthly. If the account is not paid according to terms, the warranty may be voided. Partial payments shall apply to any late payment charges first, then the balance of payment applied to the past due account. All materials specified in this agreement are the property of Air-Vent Exteriors, Inc. / Greenville Awning Co. until Balance Due is paid in full.

### **ADVERTISING**

We, the Owner, agree to allow Air-Vent Exteriors, Inc. / Greenville Awning Co. to take before and after pictures of the job. We also agree to let Air-Vent Exteriors, Inc. / Greenville Awning Co. use these pictures and our name and address in advertisements and on social media.

### **DELIVERY**

Air-Vent Exteriors, Inc. / Greenville Awning Co. cannot be responsible for any installation delays for any reason. It is always our intention to deliver the job in the specified time period. It's good for you and it's good for us. However, there are occasions for example where we may have experienced material backorders or bad weather that may cause your job to be delayed.

### **WARRANTY**

Air-Vent Exteriors, Inc. / Greenville Awning Co. in addition to the factory material warranty extends a 3-year labor warranty for any service on the awning/canopy. After which it is the homeowner's responsibility to inspect and keep up maintenance.

### **CHANGES TO THIS AGREEMENT**

Any alteration, deviation, or change in the work to be performed shall be reduced to a written, "Change Order". Whether the changes involve extra costs or not, they will only be executed upon written order. Such writing shall specify the change or changes, any adjustments in price therefore and shall be executed with the same formalities as this Agreement, thereby becoming a part hereof.

### **PERSONAL PROPERTY**

Air-Vent Exteriors, Inc. / Greenville Awning Co. cannot be responsible for anything that falls off of the wall or any shelf, piece of furniture, etc. If you think it may fall and you do not want it broken, please take it down and safely place it away from the area(s) that we will be working on.

In the event that any section or paragraph of this contract is found in a court of law to be invalid, that section or paragraph shall be struck from the agreement and the rest of the contract will remain in force.

Air-Vent Exteriors, Inc. / Greenville Awning Co. is dedicated to making sure you are a pleased and informed customer!



# E-589CI Affidavit of Capital Improvement

Form E-589CI, Affidavit of Capital Improvement, is generally required to substantiate that a contract, or a portion of work to be performed to fulfill a contract, is to be taxed for sales and use tax purposes as a real property contract with respect to a capital improvement to real property.

- This affidavit may not be used to purchase building materials, other tangible personal property, or digital property to fulfill a real property contract exempt from sales and use tax.
- A person who willfully attempts, or a person who aids or abets a person to attempt in any manner, to evade or defeat a tax imposed by the Sales and Use Tax Laws, or the payment thereof, shall be guilty of a Class H felony. If there is a deficiency or delinquency in payment of any tax due to fraud with intent to evade the tax, there shall be assessed a penalty equal to 50% of the total deficiency.

## Section I. Single Use (Complete this section to issue the affidavit for a single capital improvement.)

<b>(A)</b> <b>Owner, Tenant, or Real Property Contractor</b>  Address  City State Zip Code	<b>(B)</b> <b>Real Property Contractor (General Contractor or Subcontractor)</b> <small>Hired to perform capital improvement</small> <b>AIR VENT EXTERIORS, INC.</b> Address 1852 BREVARD RD City State Zip Code ARDEN NC 28704
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Describe capital improvement to be performed:

Project Name

Project Address (where the work is to be performed)

City

State

Zip Code

I certify that, to the best of my knowledge, this affidavit is accurate and complete and that the transaction described to be performed by the Real Property Contractor (General Contractor or Subcontractor Identified in box "B") shall be treated as a real property contract with respect to a capital improvement to real property for sales and use tax purposes.

Signature of Authorized Person: Marilyn Kaylor Title: owner Date: 6.10.2024

## Section II. Blanket Use (Complete this section execute a blanket affidavit.)

<b>(C)</b> <b>Real Property Contractor</b>  Address  City State Zip Code	<b>(D)</b> <b>Real Property Contractor or Subcontractor</b> <small>Hired to perform capital improvement</small> <b>AIR VENT EXTERIORS, INC.</b> Address 1852 BREVARD RD City State Zip Code ARDEN NC 28704
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To be completed by the Real Property Contractor identified in Box C.

I certify that I am a Real Property Contractor who performs capital improvements to real property and all transactions with the real property contractor (subcontractor) identified in box "D" shall be treated as real property contracts with respect to capital improvements for real property for sales and use tax purposes.

Signature of Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Affidavit of Capital Improvement Instructions

Form E-589CI, Affidavit of Capital Improvement, is generally required to be issued (see exceptions below) to substantiate that a contract, or a portion of work performed to fulfill a contract, is to be taxed for sales and use tax purposes as a real property contract with respect to a capital improvement to real property.

- Form E-589CI is not an affidavit of tax paid on building materials, other tangible personal property, or digital property purchased or used to fulfill a real property contract.
- Form E-589CI is not to be used to purchase building materials, other tangible personal property, or digital property purchased or used to fulfill a real property contract exempt from sales and use tax.
- A person that issues Form E-589CI in error is liable for use tax on the sales price of or the gross receipts derived from the transaction if it is determined that the contract is not a capital improvement to real property.

A person who willfully attempts, or a person who aids or abets a person to attempt in any manner, to evade or defeat a tax imposed by the Sales and Use Tax Laws, or the payment thereof, shall be guilty of a Class H felony. If there is a deficiency or delinquency in payment of any tax due to fraud with intent to evade the tax, there shall be assessed a penalty equal to 50% of the total deficiency.

### Exceptions to the Requirement to Issue Form E-589CI

The following are exceptions for transactions where Form E-589CI is not required to be issued to substantiate that the transaction is taxed, as applicable, for sales and use tax purposes as a real property contract with respect to a capital improvement to real property.

- Painting or wallpapering real property, or parts thereof.
- Landscaping service.

Form E-589CI is not required to be issued by the specific person for a transaction noted below. The exceptions do not apply to transactions between a general contractor hired to oversee the entire contract and one of its subcontractors (See "Blanket Use" of Form E-589CI (Section II) for possible exceptions.). The following exceptions do not apply to remodeling.

- A real property owner or other person hires a general contractor to oversee the entire contract and the contract is for "new construction" as defined in N.C. Gen. Stat. § 105-164.4H(e)(2).
- A real property owner or other person hires a general contractor to oversee the entire contract and the contract is to rebuild or construct again a prior existing permanent building, structure, or fixture on land (reconstruction as defined in N.C. Gen. Stat. § 105-164.4H(e)(3)).
- A general contractor that purchases all tangible personal property and digital property to fulfill the real property contract and provides the employee labor to fulfill the real property contract.

### Section I. Single Use Instructions

A person must complete "Section I - Single Use" of the form for a one time use to substantiate that a transaction that otherwise meets the definition of repair, maintenance, or installation services to real property is taxed for sales and use tax purposes as a real property contract with respect to a single capital improvement for real property. When a real property contractor hires a subcontractor to perform a portion of the overall contract and there is not a recurring business relationship between the two parties, "Section I - Single Use" of Form E-589CI shall be completed and the form issued to each subcontractor as notice that the transaction is subject to tax as a real property contract with respect to a capital improvement for sales and use tax purposes.

A property owner oversees the entire activity that is a real property contract with respect to a capital improvement for real property and hires various subcontractors to complete the real property contract:

- **Box A - Owner, Tenant or Real Property Contractor:** Enter property owner's name and address.
- **Box B - Real Property Contractor (General Contractor or Subcontractor):** Enter general contractor's or subcontractor's name and address.
- Property owner listed in Box A must describe real property contract with respect to capital improvement to be performed.
- Authorized Person (typically property owner) signs, enters title (owner), and enters the date.

A general contractor hires a subcontractor to perform a real property contract with respect to a capital improvement, or portion thereof:

- **Box A - Owner, Tenant or Real Property Contractor:** Enter general contractor's name and address.
- **Box B - Real Property Contractor (General Contractor or Subcontractor):** Enter subcontractor's name and address.
- General contractor listed in Box A describes real property contract with respect to capital improvement to be performed.
- Authorized Person (typically general contractor) signs, enters title (general contractor), and enters the date.

A lessee or tenant hires a general contractor (or subcontractor) to perform a real property contract with respect to a capital improvement for real property; provided the capital improvement is intended to become a permanent installation and title to it vests in the owner or lessor of the real property immediately upon installation:

- **Box A - Owner, Tenant or Real Property Contractor:** Enter lessee or tenant's name and address.
- **Box B - Real Property Contractor (General Contractor or Subcontractor):** Enter general contractor's or subcontractor's name and address.
- General contractor must describe capital improvement for real property to be performed.
- Authorized Person (typically lessee or tenant) signs, enters title, and enters the date.

### Section II. Blanket Use Instructions

A real property contractor may complete "Section II - Blanket Use" and issue the form to a real property contractor (subcontractor) who is used exclusively to perform part, or all, of real property contracts with respect to capital improvements to real property, where the person and the real property contractor have a recurring business relationship. A blanket use affidavit continues in force so long as the real property contractor named in "Box C" and the real property contractor (subcontractor) named in "Box D" maintain a recurring business relationship (when a period of no more than twelve months elapse between transactions between two parties) or until withdrawn or otherwise notified by the issuer of the form. The blanket use will generally apply for the following: (1) a builder who hires the same contractor(s) only for new construction; (2) a real property contractor who hires the same subcontractor(s) only for reconstruction; (3) a real property contractor who hires the same subcontractor(s) for remodeling and the activities performed by the subcontractor(s) are never repair, maintenance, and installation services for real property; and (4) a real property contractor who exclusively hires the same subcontractor(s) to perform part, or all, of its real property contracts with respect to capital improvements for real properties.

A general contractor or subcontractor hires a subcontractor to perform a capital improvement, or portion thereof:

- **Box C - Real Property Contractor:** Enter the hiring real property contractor's name and address.
- **Box D - Real Property Contractor (General Contractor or Subcontractor):** Enter subcontractor's name and address. Authorized person listed in Box C signs, enters title, and dates.



3/06/8  
no am  
2x4 wall  
14 wds.

Van Chapman  
3rd floor  
all wood  
the fuel  
Black die box  
Black die box  
Black die box  
Black die box



