



For office use only:
HD _____

Historic District Commission
Application for Certificate of Appropriateness
Long Form

Property Location (Street Address) _____

Property Owner's Name _____

Address _____

Telephone (W) _____

(H) _____

Name of Business (if applicable) _____

Major work items require a Certificate of Appropriateness and must be approved by the Commission prior to the issuance of a zoning permit. In general, these are items which involve a change in the exterior appearance of a structure or landscape and that are more substantial in nature than minor work items, including but not limited to the items listed below. Please chose the item best suited to your request.

- Signs excluding temporary signs (real estate, political, etc.) that exceed four square feet in area.
- New construction or additions to buildings, and exterior remodeling
- Moving of structures
- Demolition of a structure or any part thereof
- Construction of parking lots
- Replacement of architectural details when there will be a change in design or materials from the existing ones
- Removal of trees greater than eight inches in diameter at the base, unless determined to be dead or diseased
- Any other work involving a significant change in the design, material or exterior appearance of a building, structure:

I hereby give Planning staff and/or Historic District Commissioners permission to enter the property to collect information specific to this request.

Applicant _____
Address _____

Telephone (H) _____ (B) _____
Email _____

I certify that, to the best of my knowledge and belief, all information supplied with this application is correct.

Date Submitted

Signature of Applicant

Date Received

Signature (Secretary or Agent)
Gastonia Historic District Commission

Completed application must be submitted fourteen (14) days prior to the Historic District Commission meeting at which it is to be considered.

Please return to: Historic District Commission
City of Gastonia Planning Department
P.O. Box 1748
Gastonia, NC 28053
planning@cityofgastonia.com

Construction of a New Structure or Addition to Existing Structure

**** See Historic District Design Guidelines for additional information needed to review new construction. ****

Lot Size: Front _____ Depth _____

Area of lot: _____

Width of lot at building line _____

Size of Structure: Width _____ Depth _____ Height _____

Total Floor Area: _____

Number of Stories: _____

Number of Buildings now on lot: _____

Zoning Classification: _____

Please describe clearly and in detail the appearance and nature of this project, attach drawing, specifications, rendering, etc. Include information on significant large trees on site and size and location of parking areas.

A plot plan with measured distances must be provided along with photographs of adjacent and opposite properties. In the case of new buildings and significant additions to existing buildings not designed for residential use, a model of the proposed construction must be presented at the Commission’s meeting.

Copies of all information submitted with the application must be retained by the Historic District Commission. This application must be returned fourteen (14) days prior to the meeting of the Historic District Commission at which it is to be considered.

Demolition / Relocation of an Existing Structure

**** See Historic District Design Guidelines for additional information needed to review demolition / relocation. ****

(Please attach photograph of structure, adjacent properties and/or new location.)

Demolition Applications Only:

History of structure (date, original owner, notable persons, or important events associated with structure.)

Architectural Description of Structure (style, significant detailing, etc.)

Relocation Applicants Only:

Reason for Relocation:

New property location: _____

Please provide a brief description of any exterior alterations to the structure or appurtenant features associated with its relocation (foundation, walls, driveway, etc.)

Please identify any significant vegetation which may be removed during relocation.

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