



## **Application for the Historic Preservation Commission**

### **Statesville's Historic Districts**

The City of Statesville has five national register districts: the central downtown business district and four residential districts. The historic neighborhoods, containing over 400 structures, are locally designated and protected by local zoning ordinances. The design guidelines are overseen by the Statesville Historic Preservation Commission.

The Statesville Historic Preservation Commission has nine members that are appointed by the Statesville City Council. The Commission reviews exterior changes, new construction, demolition, and significant changes to landscaping to ensure that alterations are in compliance with design guidelines and are compatible with the historic character of the neighborhood.

### **Filing Schedule:**

Major work applications must be submitted no later than 5:00 p.m. 14 days prior to the meeting date. You may deliver the application to Statesville City Office Building – 301 South Center Street, Statesville, North Carolina 28677 or mailing it to, Statesville Historic Preservation Commission, PO Box 1111, Statesville, North Carolina 28687. The Commission normally meets on the 4<sup>th</sup> Thursday of each month at 7:00 p.m. In the months of November and December the commission meets the 3<sup>rd</sup> Thursday of the month due to the holiday season.

### **Design Guidelines:**

Your application will be reviewed based upon the Statesville Design Guidelines and City Code. Copies of the guidelines are available from preservation staff office or online at [www.ci.statesville.nc.us](http://www.ci.statesville.nc.us) (Planning Department: Historic Preservation). It will be helpful to review the guidelines while planning your project to ensure compliance with the Guidelines.

### **Preparing Your Applications:**

When preparing your application, please type or use blue or black ink. Use 8½" x 11" paper for the supporting information that is required. In addition to the written description, supporting information may include a plot plan, photographs, drawings, or samples. Please read the application carefully to determine what may be necessary to describe your project.

### **Staff Assistance:**

You will need to meet with preservation staff before the deadline to ensure that your application is complete, accurate, and includes sufficiently detailed information. If your proposal cannot be fully understood due to insufficient information, staff will not accept your application. An incomplete major work application submitted on the deadline will be placed on the next meeting agenda if all information is provided.

### **Site Visits:**

To understand conditions pertaining to your application, staff typically will visit your property as part of the review process. Commission members may also visit in cases involving major work.

### **Notification:**

If you are filing a major work application, a notice of the meeting will be sent to you before the meeting. The owners of adjacent properties will also be sent a letter as their notification of the hearing. For further assistance please contact Kalen Martin at (704) 878-3578.



City of Statesville  
Planning Department  
Physical: 301 S Center Street  
Mailing: PO Box 1111  
Statesville, NC 28687

Staff Contact:  
Kalen Martin: 704-878-3578

File #	_____
Rec'd date:	_____
Rec'd by:	_____
PIN	_____
Minor Work	Major Work
Zoning Clearance	Building permits
*Staff Use Only*	

Please use **BLACK or BLUE INK**. Do not use other colors, or pencil. They do not photocopy.

Street Address of Property: \_\_\_\_\_

Historic District: \_\_\_\_\_

Historic Property/Landmark name (if applicable): \_\_\_\_\_

Circle one: Contributing structure      Non-contributing structure

Applicant's Contact Information:

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_, (W) \_\_\_\_\_, (C) \_\_\_\_\_

E-mail: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Owner's Contact Information:

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_, (W) \_\_\_\_\_, (C) \_\_\_\_\_

E-mail: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Lot size: \_\_\_\_\_ feet by \_\_\_\_\_ feet  
(Width) (Depth)

Zoning: \_\_\_\_\_ Setbacks: \_\_\_\_\_



**Please describe all work that is being requested, including all dimensions, materials, colors, and any other pertinent information (please attach any photos, drawings or brochures that will help explain your request):**

**There may be applications filed that are considered urgent to be reviewed due to a safety hazard, requirement of code, or another valid reason. Such cases shall be reviewed by the staff liaison.**



**SUPPORTING INFORMATION:**

**To consider this application complete you must complete the following items on the checklist.**

- Meeting with Historic Preservation Staff:** Schedule a meeting with staff occurring before the HPC Application submittal deadline. The meeting will help make sure that your application is complete and you will be able to attend the upcoming meeting. If your application is deemed minor in nature then staff will be able to work with you to obtain a certificate of appropriateness within a two day period, if all information has been obtained.
  - Met with Historic Preservation Staff on: \_\_\_\_\_
  
- Application:** Filled out completely with Owner Signature in Blue or Black Ink (other colors will not photocopy)
  
- Written description:** What are you requesting?
  - Bulleted List or Paragraph describing each item you are requesting
  - Exact dimensions for materials to be used, added or removed (e.g. width of siding, width and height of doors, diameter of tree to be removed, etc.)
  
- Drawings:** showing proposed work
  - Plan drawing/s showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences/walls, or other landscape work. Show accurate measurements in feet (example of next page).
  - Elevation drawings showing the new facade(s).
  - Dimensions shown on drawings.
  - 8-1/2" x 11" reductions of full-size drawings will be sufficient as long as they are legible
  
- Samples and Material Boards:** (items below can be combined on one document)
  - Written description of materials (color, texture, durability, etc)
  - Samples: either tangible or electronic is sufficient
  
- Photographs:**
  - Existing Conditions
  - Examples of improvements your requesting to be made