

## THE DESIGN REVIEW PROCESS

### Certificate of Appropriateness Applications

Before beginning any type of exterior construction, alteration or demolition work within a Gastonia Historic District, an application for a Certificate of Appropriateness must be submitted to and approved by the Planning Department or by the Commission, depending upon the work to be done. Failure to gain such approval can result in enforcement action.

A Certificate of Appropriateness is a document certifying that a project within a locally designated historic district meets the standards outlined in state and local law for such work. **If a building permit is required, it will not be issued until a Certificate of Appropriateness is issued by the Gastonia Historic District Commission (GHDC).** Exterior work must receive a COA before work begins even if a building permit is not required.

### Procedures for Obtaining a Certificate of Appropriateness

The following is a brief overview of the process to guide an applicant through the steps of the GHDC application and review process.

- Determine whether the proposed work requires a Certificate of Appropriateness- contact GHDC Staff as early as possible at 704-854-6652 or [planning@cityofgastonia.com](mailto:planning@cityofgastonia.com).
- If the proposed work falls under the Ordinary Maintenance and Repairs category, the Certificate of Appropriateness is not required. For instance, re-roofing with in-kind materials does not require review and approval.
- If a Certificate of Appropriateness is required, Staff will assist applicants in completing an application. Online applications are available on Gastonia's Historic District Commission's website: [www.gastoniahistoricdistricts.com](http://www.gastoniahistoricdistricts.com), digital applications can be found by emailing [planning@cityofgastonia.com](mailto:planning@cityofgastonia.com) or a hard copy can be obtained from the Planning Department located on the second floor of the James B. Garland Municipal Business Center, 150 S. York Street. **All proposals will require a completed, signed application form. Most proposals will require photographs and some form of drawings, the detail of which will be determined by the scope of the project. For many projects such as new construction, additions, parking and major landscaping, it will be necessary to provide the GHDC with a detailed, scaled site plan of the property. Elevation and site plan drawings are required.**
- Complete application and attach appropriate documents.
- Submit your completed application to the Planning Department, via online, email or regular mail.