



Minor Projects - Required Submission Checklist

Projects eligible for Administrative Review / and with Subcommittee Recommendation include but are not limited to: landscaping projects, fencing, driveways, accessory buildings (shed, garage), window & door replacement, installation of artificial siding, enclosure of porches or garages, construction of decks/porches

Note: At staff's discretion any project may be sent to the Full Commission for review.

To be Completed By Applicant			HDC Staff Only		
	Yes	N/A	Yes	No	N/A
Application Deadline: Project eligible for Administrative/ Subcommittee Review: No deadline Minor Work that requires Full Commission Review: Application Deadline: 1st Monday of each month, two and half weeks prior to regularly scheduled HDC meeting (Example: February 6, 2023 is the deadline for the February 23, 2023 Meeting).					
Written Description. Describe clearly and in detail the project scope of work. Including: footprint dimensions, total height (as measured from grade to ridge), etc.					
Materials description. (Photos + Description: wood, metal, fiber cement, etc).					
Photos of Existing Conditions. Clear digital photos, 300 dpi or better, of: <ul style="list-style-type: none"> • All sides of the building(s) • Front yard • Rear yard • Trees to be removed • Significant site features 					
Drawings or Photos of proposed work, such as: <ul style="list-style-type: none"> • Fence design • Trees to be removed (note size and species) • Retaining walls • Porch rails • Decks (incl. underpinning, rails, footprint + height, etc.) • Wall siding indicating dimension and exposure 					
Site Plans - Existing + Proposed. (Property survey, or scaled drawing accepted) <ul style="list-style-type: none"> • Lot Dimensions • Setback dimensions [side, rear, front (porch + thermal wall)] • Drives, walks + alleys • Tree protection and/or tree removal + replanting • HVAC location 					



<ul style="list-style-type: none"> • Accessory buildings (garages, sheds, gazebos, etc.) • Easements/public rights of way • Grading plan, if site slopes affect project + height 					
Architectural Details. <ul style="list-style-type: none"> • Porch section (showing the column/beam alignment) • Railing detail • Roof detail (soffit, fascia) • Window detail -material-(wood, aluminum, vinyl, etc) design –mullion-grilles/sash (for example 6/6, 6/1 sash, Simulated Divided Lites, True Lites) dimensions, trim <i>May include other information as requested by the Commission as a condition of future review.</i>					
Elevation Drawings - Existing + Proposed. All drawings should include dimensions (incl. height as measured from grade-to-ridge), materials, foundation height, topography.					
Floor plans. As needed (usually optional).					

I understand that all required information for Minor Work projects applications must be submitted for staff to review the project; otherwise review will be delayed until the information is received.

If a project submitted as Minor Work, requires review by the Gastonia Historic District Commission then all information must be submitted by the application deadline; otherwise, consideration will be delayed until the following meeting. An incomplete application will not be accepted.

Applicant Signature: _____ **Date:** _____

Property Address: _____

Parcel ID# _____

Owner Signature: _____

Date: _____

Date Verified Complete by HDC Staff: _____ Staff Initial: _____
