

# Historic District Commission

## Application Fee

### Payment Instructions

#### **Applications**

All work on the exterior of a building or property in the Historic Districts requires the review by the Historic District Commission (HDC) or staff and the issuance of a “Certificate of Appropriateness” (COA) prior to the start of work. An electronic application must be submitted in [Accela Citizen Access](#). Project updates and review comments are communicated through email for Administrative reviewed projects. Decision letters are issued for full Commission reviewed projects. For approved projects, an electronic COA will be issued at the conclusion of the review, which the customer will need to upload to any required permit applications. An email notification of this will also be sent to the customer. Drawings and supporting documentation, including a fully executed Signature Checklist form relevant to the project scope ([minor](#), [major](#) or [demolition](#)), should be submitted electronically. **Incomplete applications will cause delays in processing.**

#### **Fees**

Staff will notify applicants via email of the required fee amount due. Payment of fees cannot be accepted before that time.

Project	Fee	Description of Project Examples*
Administrative Review	N/A	See page 2.6 of <a href="#">HDC Design Standards</a> .
Administrative Review, After-the-Fact ( <i>work done without pre-approval</i> )	\$525	See page 2.6 of <a href="#">HDC Design Standards</a> .
Minor Review ( <i>including After-the-Fact applications</i> )	\$525	<ul style="list-style-type: none"> <li>• Additions to structures located on corner lots that increase the square footage less than 50%.</li> <li>• One-story accessory structures visible from public-rights-of-way, such as garages on corner lots.</li> <li>• See page 2.6 of <a href="#">HDC Design Standards</a>.</li> </ul>
Major Review ( <i>including After-the-Fact applications</i> )	\$1,500	<ul style="list-style-type: none"> <li>• Accessory Dwelling Units (ADUs) on corner lots.</li> <li>• Additions that increase the square footage of the principal structure by 50% or more.</li> <li>• Painting previously unpainted masonry.</li> <li>• Window replacement.</li> <li>• Tree removal, After-the-Fact.</li> <li>• New Construction of principal structures.</li> <li>• See page 2.6 of <a href="#">HDC Design Standards</a>.</li> </ul>
Demolition	\$3,125	<ul style="list-style-type: none"> <li>• Demolition of principal structures.</li> </ul>

\*Project examples list is not exhaustive. Contact HDC staff with any questions.

## **Refund Policy**

- In the event an application is withdrawn prior to the legal advertisement for the public hearing, the payee is eligible for up to 100% refund of the total application fee.
- In the event an HDC application is withdrawn after the legal advertisement for the public hearing, the application fee is non-refundable.
- After-the-Fact application fees are non-refundable.

## **Please submit Historic District Commission Application Fees in 1 of 3 Ways:**

*No payments can be accepted until a project has been assigned a new case number by HDC Staff. If you have just submitted your online application, and only have a case number starting with HDCPA, please do not submit payment yet.*

### **Option #1: Mail in a Check**

**Please use the following mailing address:**

City of Charlotte, Attn: Historic District Commission  
600 E. Fourth Street, 8th Floor  
Charlotte, NC 28202

- *Please include the application number & project address in the memo line of the check.*
- *Checks should be made payable to City of Charlotte.*

### **Option #2: Drop off a Check in Person**

Please contact James (JT) Faucette [[James.Faucette@charlottenc.gov](mailto:James.Faucette@charlottenc.gov) or (980) 287-6051] to arrange a time to drop off a check at the Charlotte Mecklenburg Government Center [600 E 4th Street].

**Checks cannot be left with 311 or other staff in the lobby level.** Only HDC Staff may accept your check.

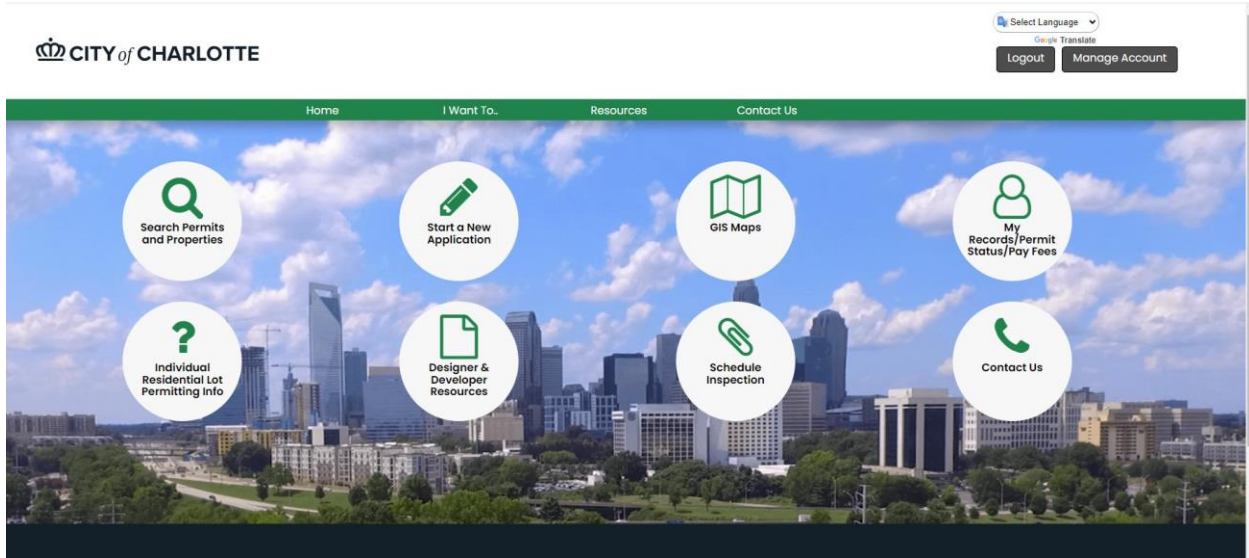
- *Please include the application number & project address in the memo line of the check.*
- *Checks should be made payable to City of Charlotte.*

### **Option #3: Make an Online Payment Through Accela**

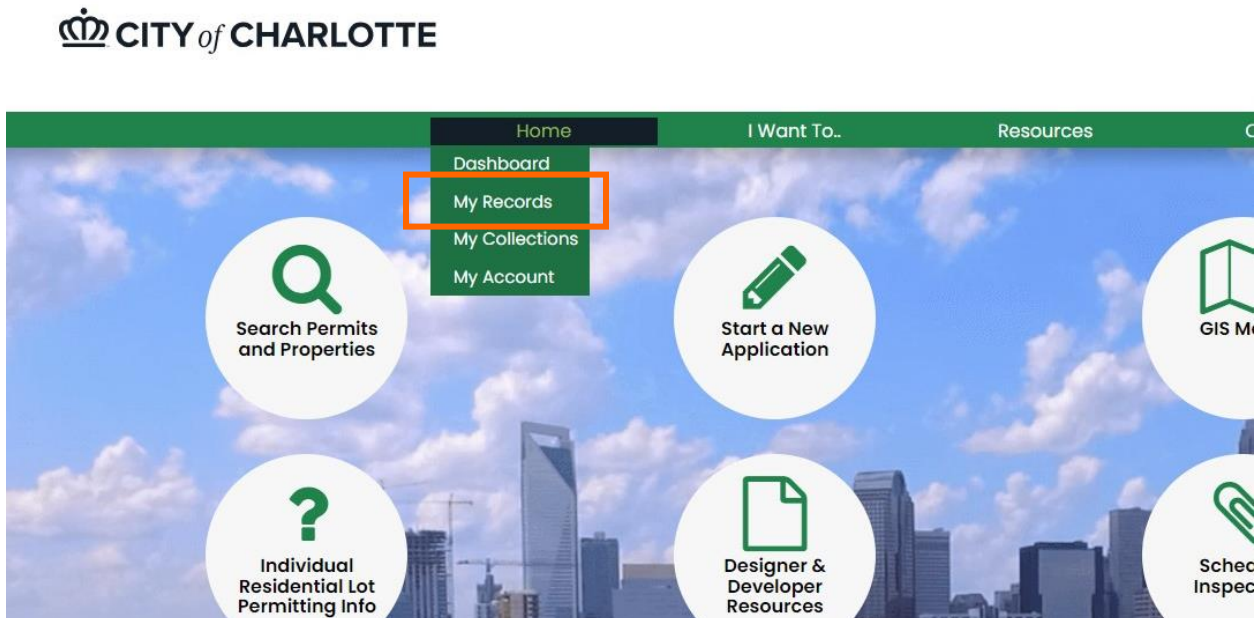
Online payments are made through the same website, Accela, as the applications [<https://aca-prod.accela.com/CHARLOTTE/customization/common/home.aspx>]

**\* Please note: there are the third-party service fees associated with online payments.\***

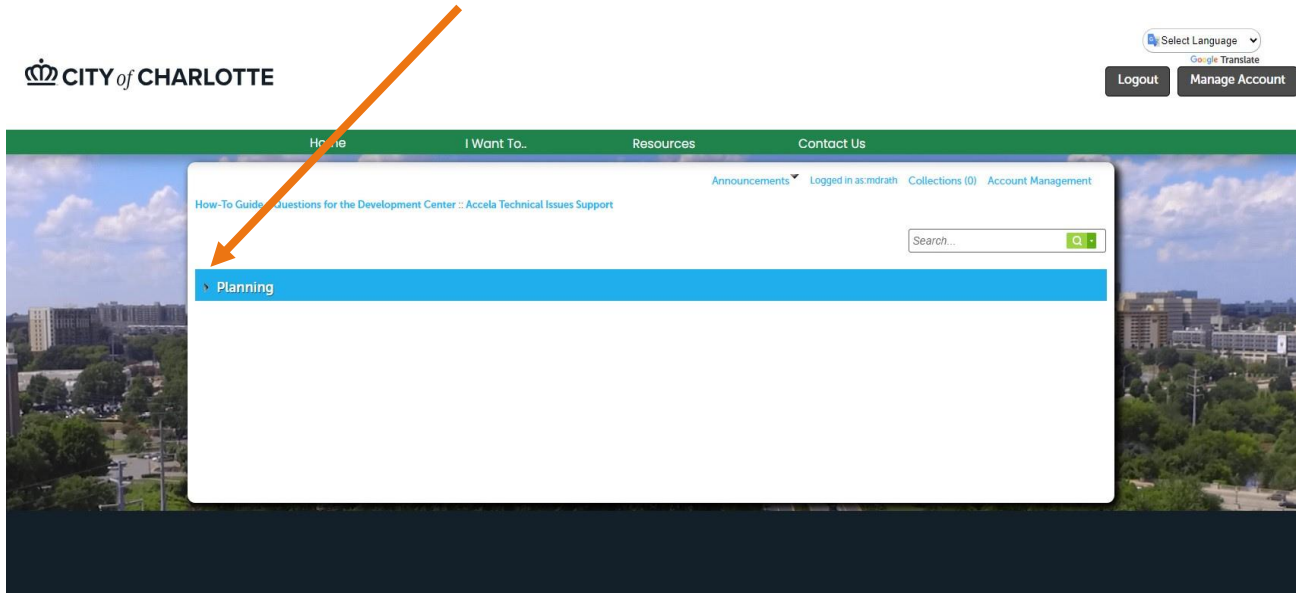
**Step 1:** To begin the process, log into Accela using the same username (or email) and password established when the application was submitted. Once logged in, this page should be visible.



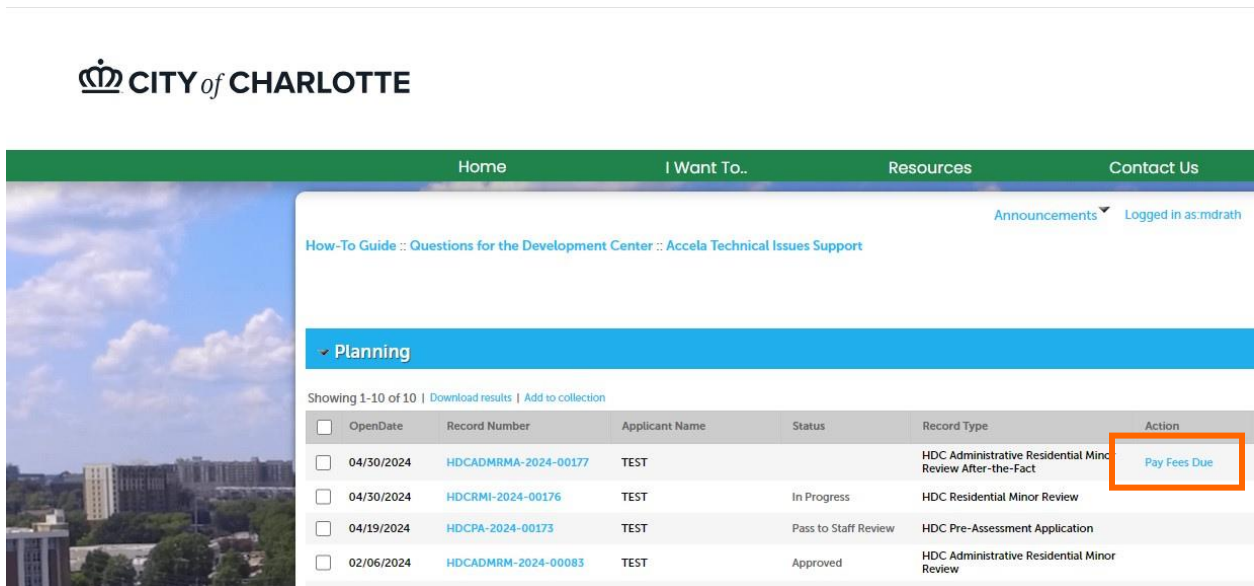
**Step 2:** Under the “Home” tab, select “My Records.”



**Step 3:** Click the triangle next to “Planning” on the blue bar.

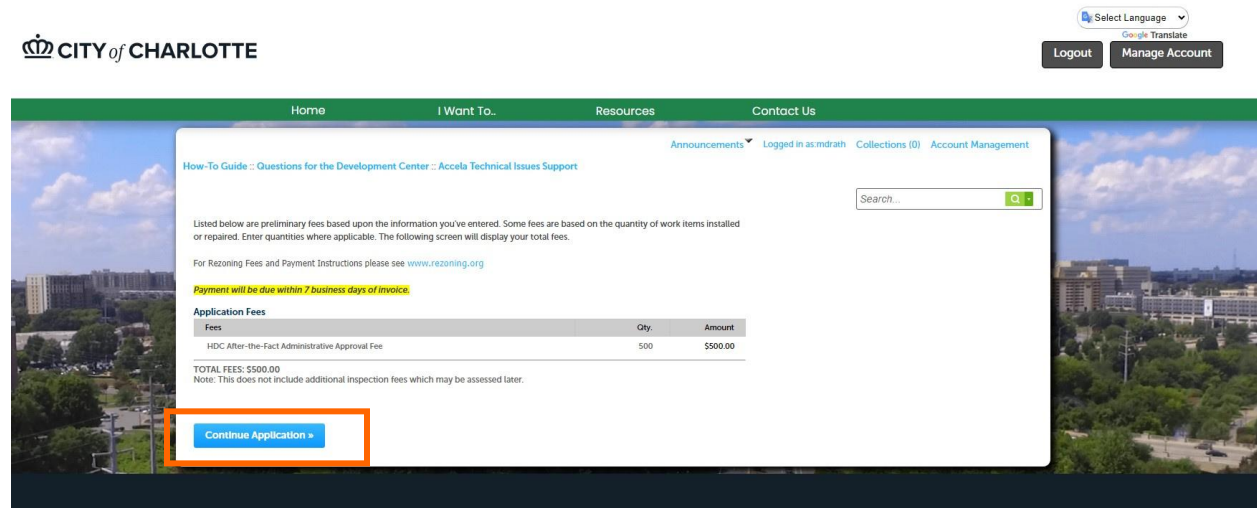


**Step 4:** Locate the record (application). Click “Pay Fees Due” under the Action heading.



**Step 5:** The next screen will display the fees due. Click “Continue Application” to make a payment using a credit card or bank account information. Follow the prompts depending on selected payment method.

*\* **Please note:** there are the third-party service fees associated with online payments that will be charged on the next screen\**



**Step 6:** Please email your assigned HDC Staff member or [CharlotteHDC@CharlotteNC.gov](mailto:CharlotteHDC@CharlotteNC.gov) to confirm that the online payment has been submitted. This will ensure that the payment has been noted in the application file.

For more information regarding the **Historic District Commission Application Process** or **Fees**, please contact:

Charlotte Historic District Commission  
600 East Fourth Street, 8th Floor  
Charlotte, North Carolina 28202  
[charlottehdc@charlottenc.gov](mailto:charlottehdc@charlottenc.gov)