



**Major Projects - Required Submission Checklist**  
*For: New Construction, Additions, Accessory Buildings (Garages, Accessory Dwelling Units, etc.)  
 And Tree Removal for trees 8" in diameter and above that are assessed as not dead or diseased*

To be Completed By Applicant	HDC Staff Only				
	Yes	NA	Yes	No	NA
<b>Application Deadline: 1st Monday of each month</b> , two and half weeks prior to regularly scheduled HDC meeting (Example: February 6, 2023 is the deadline for the February 23, 2023 Meeting).					
<b>Written Description.</b> Describe clearly and in detail the project scope of work. For new buildings/additions including: footprint dimensions, total height (as measured from grade to ridge), etc					
<b>Materials description.</b> For new buildings, additions including width of siding, window trim, etc.					
<b>Photos of Existing Conditions.</b> Clear digital photos, 300 dpi or better, of: <ul style="list-style-type: none"> <li>• All sides of the building(s)</li> <li>• Front yard</li> <li>• Rear yard</li> <li>• Trees to be removed</li> <li>• Significant site features</li> </ul>					
<b>Context Photographs.</b> <ul style="list-style-type: none"> <li>• Photos of structures on same block and across the street, include property address for each photo.</li> <li>• Photos of other properties in District with similar design features, as applicable.</li> </ul>					
<b>Site Plans - Existing + Proposed.</b> (Property survey, or scaled drawing accepted) <ul style="list-style-type: none"> <li>• Lot Dimensions</li> <li>• Setback dimensions [side, rear, front (porch + thermal wall)]</li> <li>• Setback dimensions of neighboring properties</li> <li>• Drives, walks + alleys</li> <li>• Tree protection and/or tree removal + replanting</li> <li>• HVAC location</li> <li>• Fences/walls</li> <li>• Accessory buildings (garages, sheds, gazebos, etc.)</li> </ul>					



<ul style="list-style-type: none"> <li>• Easements/public rights of way</li> <li>• % of Rear Yard Coverage</li> <li>• Grading plan, if site slopes affect project + height</li> </ul>					
<p><b>Architectural Details.</b></p> <ul style="list-style-type: none"> <li>• Porch section (showing the column/beam alignment)</li> <li>• Railing detail</li> <li>• Roof detail (soffit, fascia)</li> <li>• Window detail (material, design, dimensions, trim)</li> <li>• Wall section</li> </ul> <p><i>May include other information as requested by the Commission as a condition of future review.</i></p>					
<p><b>Streetscape.</b> Required for applications for New Construction, including garages on corner lots, and Additions taller or wider than the original house.</p> <ul style="list-style-type: none"> <li>• Composite elevation showing proposed project with existing buildings and height dimensions.</li> </ul>					
<p><b>Elevation Drawings - Existing + Proposed.</b> All drawings should include dimensions (incl. height as measured from grade-to-ridge), materials, foundation height, topography. For additions, the existing structure and proposed addition must be clearly shown. The plans must clearly identify the building elements to be demolished.</p> <ul style="list-style-type: none"> <li>• Front</li> <li>• Rear</li> <li>• Left</li> <li>• Right</li> </ul>					
<p><b>Floor plans.</b> As needed (usually optional).</p>					
<p><b>Tree Removal Requests</b> due to structural damage or for site improvements include written report from professional services such as structural engineer, certified arborist, driveway construction company etc. and include photos of:</p> <ul style="list-style-type: none"> <li>• Site plan showing where the tree is located</li> <li>• Photo of tree with relation to structure, other</li> <li>• Close up photos of damage to structure, other.</li> </ul>					



*I understand that all required information for Major Work applications requiring review by the Gastonia Historic District Commission 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:** \_\_\_\_\_