

- **How long will the approval process take?**

After you submit your completed application, it will be reviewed by the HPC at the next monthly meeting. You will receive notice of the meeting date. A decision is usually made during the meeting, and if approved, the COA will be issued shortly after the meeting.

- **What happens at the meeting?**

You will appear at the meeting to explain your project to the HPC. You may want to bring your contractor with you. You should also bring photos, drawings and sample building materials. The HPC may ask questions and can approve, approve with conditions or deny your application.

- **How long is my COA valid?**

The COA is valid for 6 months. If needed, you can apply for an extension.

- **What if I disagree with the decision?**

You may appeal the decision of the HPC to the Zoning Board of Adjustment within 30 days of the date of the decision. The ZBA will review the record of the meeting to determine whether the HPC found sufficient factual evidence to support its decision. Appeals of decisions of the ZBA are filed with the Buncombe County Superior Court.



Links and Contact Information

If you have any questions about your historic property, please contact:

**Jennifer Tipton, CZO
Zoning Administrator**

**Planning and Development
Town of Black Mountain
160 Midland Avenue
Black Mountain, NC 28711
(828) 419-9300**

For full details on regulations, rules and procedures, please refer to the Design Guidelines. Copies can be obtained online at <https://www.townofblackmountain.org/DocumentCenter/View/282/Historic-District-Design-Guidelines-PDF> or call the Planning Department at (828) 419-9300 to request a hard copy.

If you are contemplating renovations to your historic property, please free to drop by the Planning and Development Department and browse through our files of information. Please also visit the Historic Preservation Commission's web page to learn about deadlines, guidelines and tips to make your next project a preservation success story. Please call (828) 419-9300 for more information.



Guide to the Town of Black Mountain Historic Preservation Commission



