

**AN INCOMPLETE APPLICATION WILL NOT BE PLACED ON THE AGENDA UNTIL ALL OF THE REQUIRED ATTACHMENTS AND/OR ITEMS LISTED ON PAGE 2 ARE SUBMITTED.**

**APPLICANT INFORMATION**

Name: CARY J GLUF  
Address: 181 GLENDALE AVE SE  
City: CONCORD State: NC Zip Code: 28025 Telephone: 980-621-0037

**OWNER INFORMATION**

Name: JEFFREY & SARAH FEARN  
Address: 31 GROVE AVE NW  
City: CONCORD State: NC Zip Code: 28025 Telephone: 704-497-3455

**SUBJECT PROPERTY**

Street Address: 31 GROVE AVE NW P.I.N. # 56208813300000  
Area (acres or square feet): 13,652 SF Current Zoning: RM-2 Land Use: RESIDENTIAL

**Staff Use  
Only:**

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_, 20 \_\_\_\_  
Fee: \$20.00 Received by: \_\_\_\_\_ Date: \_\_\_\_\_, 20 \_\_\_\_

*The application fee is nonrefundable.*

**General Requirements**

The Unified Development Ordinance imposes the following rules, regulations and requirements on requests for Certificates of Appropriateness. The applicant must, with reference to the attached plans, demonstrate how the proposed use satisfies these requirements:

1. Project or Type of Work to be Done: SINGLG CAR GARAGE CONVERSION TO STUDIO APARTMENT. EXPAND DRIVEWAY TO ADD 2 PARKING SPACES. DEMO SHEDS.
2. Detailed specifications of the project (type of siding, windows, doors, height/style of fence, color, etc.):  
REMOVE GARAGE DOOR & REPLACE WITH MAN DOOR, WINDOWS, AND SHED ROOF STRUCTURE. ADD FULL SHED DORMER TO YARD SIDE OF GARAGE ROOF. ADD WINDOWS & DOORS PER PLANS & SPECS, ADD 2 PARKING SPACES WITH PERMEABLE PAVING SOLUTION PER SPECS, REPLACE PATIO WITH PERMEABLE PAVERS PER SPECS. REMOVE EXISTING OUT BUILDINGS. PLEASE SEE ATTACHED PLANS & SPECIFICATIONS.

**Required Attachments/Submittals**

1. Scaled site plan, if additions or accessory structures are proposed, on letter, legal or ledger paper. Larger sized copies will be accepted if **16 folded copies** are submitted for distribution.
2. A photograph of the front of the house.
3. Photographs of site, project, or existing structures from a "before" perspective
4. Drawings, sketches, renderings, elevations, or photographs necessary to present an illustration of the project from an "after" perspective.
5. Samples of windows, doors, brick, siding, etc. must be submitted with application.
6. Detailed list of materials that will be used to complete the project.

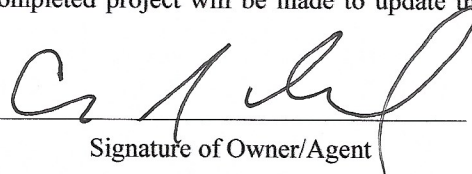
\*\*\*Applications may be submitted electronically.\*\*\*

**Certification**

(1) I hereby acknowledge and say that the information contained herein and herewith is true and that this application shall not be scheduled for official consideration until all of the required contents are submitted in proper form to the City of Concord Development Services Department. (2) I understand that City staff and/or members of the Historic Preservation Commission may make routine visits to the site to insure that work being done is the same as the work that was approved. (3) I understand that photographs of the completed project will be made to update the City's historic districts inventory database.

12.4.19

Date



Signature of Owner/Agent

**Planning & Neighborhood Development**