



Where Georgia comes together.

Application # _____

Application for Certificate of Appropriateness

Contact Community Development (478) 988-2720

Applicant/Owner Information

*Indicates Required Field

	Applicant	Property Owner
*Name		
*Title		
*Address		
*Phone		
*Email		

Property Information

*Street Address	
*Tax Map #(s)	Historic or Downtown District

Request

New Building _____ Addition _____ Alteration _____ Demolition _____ Relocation _____

*Please describe the proposed modification:

Instructions

1. This application must be submitted when alterations are proposed to the exterior of a building located in a historic district or in the Downtown Development Overlay District; when a new building is proposed in these districts; or when an existing building in these districts is proposed to be demolished or relocated.
2. Projects located in the Downtown Development Overlay District, with the exception of signs, are reviewed by the Main Street Advisory Board, which makes a recommendation to the administrator for action on the Certificate of Appropriateness. All other projects are reviewed by the administrator.
3. The application must be submitted to the Community Development office during normal business hours.
4. The applicant/owner must respond to the "standards" for the granting of a certificate of appropriateness in Section 2-3.8, Certificate of Appropriateness.
5. *The following drawings and other documents must be submitted with the application, depending on the extent of the proposal:
 - _____ Site plan depicting building(s) footprint, parking, landscaping, and other site improvements;
 - _____ Detailed drawing(s) or sketch(s) showing the views of all building facades facing public streets and building features, such as recessed doors or dormers, and sizes;
 - _____ Detailed drawing(s) or sketch(s) depicting size, location and colors of signage;
 - _____ Sample(s) for all proposed wall and trim paint colors;
 - _____ Sample(s) or photo(s) of proposed awning/canopy materials and color;
 - _____ Photo(s) of proposed doors, windows, lights or other features that will be added to the building;
 - _____ Photo(s) or sample of proposed roofing materials and color if roof will be visible;
 - _____ Photo(s) or sample of brick, stone, tile, mortar or other exterior construction materials that will be added to the building; and
 - _____ Other information that helps explain details of the proposal.

6. The Main Street Advisory Board meets the first Thursday of the month at 5:00 pm in the Community Development office located at 741 Main Street. Completed applications must be submitted at least one week prior to the meeting date.
7. Please read carefully: The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.
8. Signatures:

*Applicant	*Date
*Property Owner/Authorized Agent	*Date

Maintenance and Repair

Nothing in the Land Management Ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of structures located in a historic district or the Downtown Development Overlay District when the repair does not involve a change in design, material, color or outer appearance of the structure. Certificates of appropriateness are not required for alterations to the interior of a building or alterations to the use of a building (although other permits may be required).

Notices

While there is no fee charged for review of a Certificate of Appropriateness (COA) application, a fee of \$214.00 is charged for work begun without an approved Certificate of Appropriateness.

Approval of a certificate of appropriateness does not waive any required permits, inspections, or fees required by the Community Development Department. Structural changes to a building require a building permit from the Community Development Department.

Decisions of the administrator may be appealed to the Planning Commission.

The Certificate of Appropriateness is valid for 6 months (180 days) from the date of approval by the administrator. If work is not completed within that timeframe, the applicant shall be required to renew the COA.

Revised 7-17-20

For Office Use

Date received	Date deemed complete	Board review date	Administrator's decision date
Board recommendation			
Administrator decision			