

Application for  
**CERTIFICATE OF APPROPRIATENESS**

FEES: Staff Review: \$20; HPC Reviews: \$50-Minor Project; \$150-Moderate Project; \$500-Major Project  
*Check with staff for correct amount. (Cash/check only – make check payable to ACC)*

Please Print Clearly

**PARCEL ADDRESS:** \_\_\_\_\_

**Agent Name:** \_\_\_\_\_

Business Info.	Address: _____
Personal Info.	Phone: _____
	E-mail: _____

Bloomfield
Boulevard
Buena Vista
Dearing
Cobbham
Downtown
Henderson
Milledge
Reese Street
Rocksprings
W. Cloverhurst/ Springdale
W. Rutherford
Woodlawn
Landmark
_____

**Property Owner:** \_\_\_\_\_

\*Note that owner signatures are required for the attached  
Declaration of Ownership and Agent Authorization.

**What type of work are you proposing? Check all applicable.**

\* Detailed description must also be submitted.

- |                    |                                      |
|--------------------|--------------------------------------|
| New Construction   | Site Changes (Fencing, Paving, etc.) |
| Addition           | Signage                              |
| Accessory Building | Demolition/ Relocation               |
| Material Changes   |                                      |

I expect to receive Staff Level Review for this application.

I expect this application to go before the Historic Preservation Commission at a Public Hearing.

I understand that incomplete applications can not be processed and will result in delay. This application is complete to the best of my knowledge and in accordance with page 5 of this application form.

The Unified Government of Athens-Clarke County is a public entity subject to Georgia's Open Records laws. All submitted applications and associated plans and documents are covered under such laws and may be released to other parties unless they contain information specifically protected by law.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\*

**FOR STAFF USE ONLY:**

Received by/Date: \_\_\_\_\_ Tax Map Number(s): \_\_\_\_\_

Parcel Zoning: \_\_\_\_\_

Staff Level Review Application: 2 paper copies, cd, \$20 fee

Historic Preservation Commission Public Hearing: 10 paper copies, cd, fee. Hearing Date \_\_\_\_\_

**APPROVED:**  Yes  No **ISSUE DATE:** \_\_\_\_\_

Comments:

Owner To Complete This Section

**DECLARATION OF OWNERSHIP**

I swear that I am the owner of record of the property located at: \_\_\_\_\_,  
(property address)

which is the subject matter of the attached application. Ownership means owning 51% or more of a property. I understand that an application for a Certificate of Appropriateness must be submitted by an individual with 51% or more fee-simple ownership of the subject property, or his legal agent as authorized in writing by the owner. (See below.)

Further, I understand that the processing of this application and certification of the project completion, if approved, may require the Planning Department staff to enter the subject parcel (entry into structures is not required). I do, hereby, give permission for their admittance.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Business Mailing Address: \_\_\_\_\_

Business Email: \_\_\_\_\_, \_\_\_\_\_

**AUTHORIZATION BY PROPERTY OWNER ASSIGNING AN AGENT FOR A  
CERTIFICATE OF APPROPRIATENESS APPLICATION**

I swear that I am the owner of record of the property located at: \_\_\_\_\_,  
(property address)

which is the subject matter of the attached application. As owner, I authorize the person named below to act as applicant or agent in the pursuit of this Certificate of Appropriateness Application.

Name of Authorized Agent: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

.....

**DESCRIPTION OF PROPOSED WORK**

Describe the scope of the proposed work below or on a separate sheet of paper. Include details of the project such as materials, grading changes, etc. that are not clearly noted on the plans submitted. We **MUST** have a written description to consider the application complete.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Explanation of the Submittal Window**

Certificate of Appropriateness applications will be reviewed within 45 days of the submittal of a complete application as a requirement of the Historic Preservation Ordinance. In order to meet this requirement while allowing adequate time for staff review, submittals will only be accepted during a submittal window of 30 to 45 days prior to the regular Historic Preservation Commission meeting on the third Wednesday of each month. Should you wish to submit an application outside of the established submittal window, you must explain the reason for the early submittal and sign a waiver acknowledging that you are waiving the 45-day review limit for your application. If your submittal is within the submittal window and you do not wish to waive the right to the 45 day review, please indicate such with your signature at the proper location below. A list of the submittal window for each of the scheduled monthly Historic Preservation Commission meetings is available for reference.

---

---

**Waiver of Required Action Within 45 days of COA Application Submittal**

I, \_\_\_\_\_ do hereby acknowledge that I am submitting this COA application outside of the submittal window. I understand and agree that by doing so I am waiving my right to receive review and obtain action on my application within 45 days. I am requesting the acceptance of this application outside of the submittal window because of the following:

I intend to receive Staff Level approval of this application under Section X. D of the Athens-Clarke County Historic Preservation Commission Bylaws and Rules of Procedure.

For my convenience I wish to submit this application at this time.

Other: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

---

---

**Acknowledgement of Meeting the Submittal Window  
and Not Waiving 45 Day Requirement for Action**

This application is to be submitted within the submittal window for review within 45 days and I do not wish to waive my right to receive review and action within such time.

SIGNATURE OF APPLICANT: \_\_\_\_\_

**Specifications of Proposal**

As a supplement to the description of the proposed work, please complete the following regarding your proposal. Please keep in mind that these answers, the description of proposed work, and the attached plans should all agree regarding the proposal and should clearly indicate the work involved. Any work not clearly indicated will not be included in the review or any possible approval. Additional pages, following this format, may be attached as needed.

Answers are required for each category involved in the review. **Any category left blank will indicate no change to that feature.** When proposing new construction on a vacant lot, the existing conditions would be whatever is most common among adjacent or nearby structures. When proposing an addition or accessory building, the existing conditions would be those of the existing primary structure.

**Existing Conditions**

**Proposed Conditions**

Roofing (material, roof type, slope)

\_\_\_\_\_

\_\_\_\_\_

Exterior Siding (material, reveal, finish)

\_\_\_\_\_

\_\_\_\_\_

Exterior Trim (materials of corner boards, eaves, soffits, etc.)

\_\_\_\_\_

\_\_\_\_\_

Windows (material, size, light configuration, if true divided lights)

\_\_\_\_\_

\_\_\_\_\_

Doors (materials, sizes, finish, all exterior doors should be included)

\_\_\_\_\_

\_\_\_\_\_

Foundation (material, finish, indicate if porch foundation to differ)

\_\_\_\_\_

\_\_\_\_\_

Porch Details (materials, finish for any columns, balustrade, steps, spandrels, etc.)

\_\_\_\_\_

\_\_\_\_\_

Shutters/Shades (materials, size, and finish)

\_\_\_\_\_

\_\_\_\_\_

Foundation Plantings

\_\_\_\_\_

\_\_\_\_\_

Fencing (location, height, finish, style)

\_\_\_\_\_

\_\_\_\_\_

Hardscape (walkway and driveway locations and materials, pools or fountains)

\_\_\_\_\_

\_\_\_\_\_

Signage (placement, materials, size, if lighted)

\_\_\_\_\_

\_\_\_\_\_

## SUBMITTAL CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS

We strongly encourage you to meet with staff prior to submitting your application. This pre-meeting will allow staff to work with you in submitting sufficient information to adequately review your project and limit unnecessary delays. **Incomplete applications will not be accepted.** Please refer to the separate schedule of submittal deadlines and meeting dates.

### **Application Submittal Requirements:**

- Staff Level Certificate of Appropriateness- submit 2 copies of the application form and 2 copies of all additional materials, photos, drawings, etc. plus a cd with a digital copy of the application form and all other materials.
- Historic Preservation Commission reviewed Certificate of Appropriateness- submit 2 copies of the application form and 10 copies of all additional materials, photos, drawings, etc. plus a cd with a digital copy of the application form and all other materials. Additional materials should be collated by the Applicant prior to submittal. Note that 9 of the 10 sets may be of reduced scale as long as the depiction remains clearly readable.

### **Information Required with Application:**

Please note that your application may include more than one project category below.

#### 1. SIGNS:

- Elevation depiction of sign identifying dimensions, overall height and clearance, materials, and lettering style
- Description of lighting, with images where appropriate
- Depiction of location on site plan and on paper copies of photographs
- Description of how sign is to be attached to building, where applicable.

#### 2. REMODELING AND ADDITIONS:

- Elevations depicting proposed changes on each affected side. Minimum scale  $\frac{1}{4}'' = 1'$ .
- Site plan indicating dimensions of the lot, existing and proposed buildings location and dimensions. Minimum scale  $1'' = 40'$ .
- Details on design and materials of doors, windows, etc. Manufacturer's data sheets may be used.
- Paper copies of photographs of each affected side and of any historic photographs referenced when requesting to return a property to a previous appearance.

#### 3. MATERIAL CHANGES:

- Written description of the area involved.
- Paper copies of photographs of the affected area and surrounding structures, when applicable.
- Manufacturer's data sheets when novel, new, or non-historic materials are proposed.
- When any change in design is involved, including dimensions, follow the remodeling requirements.

#### 4. SITE FEATURES:

##### A. PARKING AREAS/ PAVING:

- Site plan indicating the layout, dimensions, and number of spaces, the location of screening, and distances from all property lines.
- Indication of screening type including design and material for walls or fences and type of vegetation for plantings.
- Indication of surface material(s).

**B. FENCES AND WALLS**

- Site plan indicating the location of fence or wall and relationship to buildings, including setbacks off right-of-way lines.
- Sketch or paper copies of photographs showing design, material, and height.
- Paper copies of photographs of area to be enclosed and adjacent structure(s).

**5. DEMOLITION/ RELOCATION:**

- Paper copies of photographs of structure to be removed.
- Indication of plans for the site after removal, including addressing requirements for new construction, site features, etc. where applicable. Separate application for placement of structure if new site is within a historic district or is a landmark property.
- Information addressing the criteria from Section 8-5-6(e or f) of the Historic Preservation Ordinance with the understanding that a project that meets one or more of the criteria will not be approved. Criteria include, but are not limited to:
  - a. The structure is of such interest or quality that it would reasonably meet national, state, or local criteria for designation as a historic property.
  - b. The structure, building, object, or work of art is of such unusual or uncommon design, texture, or materials that it could not be reproduced or be reproduced only with great difficulty and expense.
  - c. Retention of the structure, building, object, or work of art would aid substantially in preserving and protecting a structure, building, object, work of art, or district which meets subsection 1 and 2 above.

**6. NEW CONSTRUCTION**

- Elevation drawings of all sides of proposed structure indicating height of structures immediately adjacent. Minimum scale of  $\frac{1}{4}'' = 1'$ .
- Paper copies of photographs of the proposed site and adjacent properties.
- Site plan indicating building footprint and location of parking, steps, walkways, patios, trees to be removed, etc. Site plan must also indicate the setbacks and footprints of structures immediately adjacent and address any planned grading changes. Minimum scale of  $1'' = 40'$
- Material list for all parts of building exterior, site features, etc. Manufacturer's data sheets may be used where applicable.
- A streetscape showing the proposed structure in context with the existing adjacent structures is highly recommended.

**APPLICATION FEES:**

Application fees are based on the scope of the project proposed and whether staff level approval can be granted. A determination of the fee required will be made upon submittal, please contact the Preservation Planner at 120 W. Dougherty Street or by calling 706-613-3515 with any questions.