



Application for a Certificate of Appropriateness (COA)

to the Historic Preservation Commission (HPC)
for a proposed change to a locally designated property

PLEASE NOTE:

Application Requirements:

All applications must be complete and include required support materials (listed on the reverse side of this application form). Incomplete applications will not be forwarded for to the HPC for review.

Application Deadline:

Applications must be submitted fifteen (15) days prior to the regular HPC meeting, usually the second Tuesday of each month. Applications must be submitted at City Hall.

Application Representation: The authorized representative of the applicant must attend the public hearing to support the application.

Building Permit Requirements:

In addition to a COA application, building permits must be acquired from the Building & Inspection Department. Building permits will not be issued without proof of a COA.

Deadline for Project Completion:

After application approval, the COA is valid for 12 months and null and void if construction does not begin within 6 months.

Office Use Only

received: _____

fee paid: _____

determined complete: _____

approved administratively _____

(must have signatures below)

staff/date

commissioner/date

PROPERTY

PROPERTY ADDRESS: _____

PROPERTY OWNER: _____

NOTE: If applicant is not the owner, a letter from the owner authorizing the proposed work must be included. Please include owner's telephone number and mailing address.

APPLICANT

APPLICANT: _____

TELEPHONE: _____

MAILING ADDRESS: _____

EMAIL: _____

BE SURE TO COMPLETE THE BACK OF THE FORM AS WELL!

TYPE OF PROJECT (CHECK ALL WHICH APPLY):

Construction

- New building
- Addition to building
- Major building restoration rehabilitation, or remodeling
- Minor exterior change

Site Changes

- Parking area(s), driveway(s), or walkway(s)
- Fence(s), wall(s), or landscaping
- Mechanical system(s) or non-temporary structure(s)
- Sign(s)
- Demolition or relocation of building(s)

PROJECT

CONTRACTORS/CONSULTANTS: _____

AUTHORIZATION

In consideration for the City of Cornelia's review of this application, the applicant hereby agrees to hereby indemnify and hold harmless the City and its agents and employees from and against any and all claims, damages, and /or liability arising from or related to this application or any issuance of a permit thereunder.

SIGNATURE: _____ DATE: _____



The *Design Guidelines* information packet contains succinct regulations for the most commonly proposed changes. These guidelines are used by the Historic Preservation Commission as the design criteria when reviewing applications for Certificates of Appropriateness. The packet also includes sample applications and support materials. The *Design Guidelines* packet is available at City Hall or on-line at www.corneliageorgia.org

APPLICATION CHECKLIST

A complete application requires support materials. The following materials are **required** for a complete application. Incomplete applications may be removed from the HPC's agenda. Digital photographs and PDFs of plans/elevations may be emailed to dmanager@corneliageorgia.org

Describe the proposed project (attach additional sheets as necessary). The description should include proposed materials.

Please divide the description if the proposed scope of work will involve more than one type of project.

(example: 1) addition of storage and 2) installation of sign.

New Buildings and New Additions

- site plan
- architectural elevations
- floor plan
- landscape plan (vegetation not required)
- description of materials
- photographs of proposed site and adjoining properties

Major Restoration, Rehabilitation, or Remodeling

- architectural elevations or sketches
- description of proposed changes
- description of materials
- photographs of existing building
- documentation of earlier historic appearance (restoration only)

Minor exterior changes

- description of proposed changes
- description of materials
- photographs of existing building

Site changes - parking areas, drives and walks

- site plan or sketch of site
- description of materials
- photographs of site

Site changes - fences, walls and systems

- site plan or sketch of site
- architectural elevations or sketches
- description of materials
- photographs of site

Site changes - signs

- approved sign application
- site plan or sketch of site
- description of materials and illumination

Applications should be submitted to the City of Cornelia, 181 Larkin Street, P.O. Box 785, Cornelia, GA 30531. Please contact (706) 778-8585 ext.280 for information.