

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). <u>Incomplete</u> <u>applications will not be forwarded for to</u> <u>the HPC for review.</u>

Application Deadline:

Applications must be submitted <u>fifteen</u> (<u>15</u>) <u>days</u> <u>prior</u> to the regular HPC <u>meeting</u>, 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:

PROPERTY ADDRESS:

PROPERTY OWNER_*:

PROPER]

ANT

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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:

TELEPHONE:

MAILING ADDRESS:

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

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.

received:
fee paid:
determined complete:
approved administratively_
must have signatures below

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

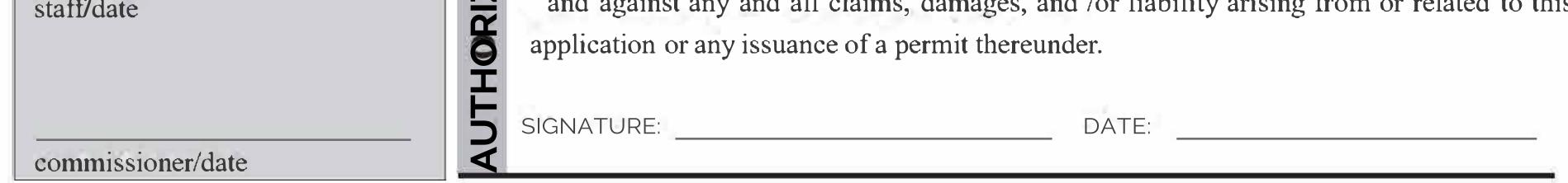
Mechanical system(s) or non-temporary structure(s)

Sign(s)

Demolition or relocation of building(s)

CONTRACTORS/CONSULTANTS:

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





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. packet also includes sample The applications and support materials. The Design Guidelines packet is available at Hall City on-line or 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

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

site plan or sketch of site

approved sign application

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.