

Annl	lication #	

## Application for Certificate of Appropriateness Historic Preservation Commission

Contact Community Development (478) 988-2720 for information

Applicant	Property Owner*			
Name				
Title				
Address				
Phone				
Email				
Signature				
Date				
	uust sign this form or provide a letter authorizing the proposed work.			
	iust sign triis form of provide a letter authorizing the proposed work.			
Property Address				
Type of Project (Check all that apply):				
Construction	Site Changes			
New building	Parking area(s), driveways(s), or walkway(s)			
Addition to building	Fence(s), wall(s), or landscaping			
Major building restoration, rehabilitation, or				
Minor exterior change	Sign(s)			
while extend on any	Demolition or relocation of building(s)			
Describe the proposed project (attack addition				
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. building addition and 2. sign installation).				

**Application Requirements.** All applications must be complete and include the required support materials (See Application Checklist below). Incomplete applications will not be forwarded to the Preservation Commission for review.

**Fee.** No fee is required for review of an application for Certificate of Appropriateness unless work is started before a Certificate of Appropriateness is approved. In such cases the fee is \$230.00.

**Application Deadline.** Applications and support materials must be submitted 21 days prior to the regular Preservation Commission meeting, the second Tuesday of each month. Applications may be submitted to the Community Development office or online at https://perryga-energovpub.tylerhost.net/Apps/SelfService#/home

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

**Expiration of Certificate.** The Certificate of Appropriateness is valid for 6 months (180 days) from the date of approval. If work is not completed within that timeframe, the applicant must renew the COA. A COA associated with a permit remains valid for the life of the permit.

**Permits Required.** Approval of a certificate of appropriateness does not waive the need to obtain any required permits.

<b>Application Checklist.</b> A complete application requires support materials. The following materials are required for a				
complete application. Incomplete applications may be removed				
of plans/elevations may be emailed to comm.development@pe	erry-ga.gov			
New Buildings and New Additions	Site changes - parking areas, drives, and walks			
site plan	Site plan or sketch of site			
architectural elevations	description of materials			
floor plan	photographs of site			
landscape plan (specific vegetation not required)				
description of materials				
photographs of proposed site and adjoining properties				
Major Restoration, Rehabilitation, or Remodeling	Site changes - fences, walls, and systems			
architectural elevations or sketches	site plan or sketch of site			
description of proposed changes	architectural elevations or sketches			
description of materials	description of materials			
photographs of existing building	photographs of site			
documentation of earlier historic appearance				
(Restoration only)				
Minor exterior changes	Site changes - signs			
description of proposed changes	approved sign application			
description of materials	site plan or sketch of site			
photographs of existing building	description of materials and illumination			