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Application # \_\_\_\_\_

## 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		

\*If the applicant is not the owner, the owner must sign this form or provide a letter authorizing the proposed work.

Property Address
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Type of Project (Check all that apply):	
<p><b>Construction</b></p> <p><input type="checkbox"/> New building</p> <p><input type="checkbox"/> Addition to existing building</p> <p><input type="checkbox"/> Major building restoration, rehabilitation, or remodel</p> <p><input type="checkbox"/> Other type of exterior change, explain: _____</p> <p>_____</p>	<p><b>Site Changes</b></p> <p><input type="checkbox"/> Parking area, driveways, or walkway</p> <p><input type="checkbox"/> Fence, wall, or landscaping</p> <p><input type="checkbox"/> Mechanical system or non-temporary structure</p> <p><input type="checkbox"/> Sign</p> <p><input type="checkbox"/> Demolition or relocation of building</p>

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).*

<p><b>Application Requirements.</b> 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.</p>
<p><b>Fee.</b> 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 \$238.00.</p>
<p><b>Application Deadline.</b> 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 <a href="https://perryga-energopub.tylerhost.net/Apps/SelfService#/home">https://perryga-energopub.tylerhost.net/Apps/SelfService#/home</a></p>
<p><b>Application Representation.</b> The applicant or an authorized representative of the applicant must attend the public hearing to support the application and answer any questions the Commission may have.</p>
<p><b>Expiration of Certificate.</b> 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.</p>
<p><b>Permits Required.</b> Approval of a certificate of appropriateness does not waive the need to obtain any required permits.</p>

<p><b>Application Checklist.</b> 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 <a href="mailto:comm.development@perry-ga.gov">comm.development@perry-ga.gov</a></p>	
<p><b>New Buildings and Additions</b></p> <p><input type="checkbox"/> site plan</p> <p><input type="checkbox"/> architectural elevations</p> <p><input type="checkbox"/> floor plan</p> <p><input type="checkbox"/> landscape plan (specific vegetation not required)</p> <p><input type="checkbox"/> description of materials</p> <p><input type="checkbox"/> photographs of proposed site and adjoining properties</p>	<p><b>Site changes - parking areas, drives, and walks</b></p> <p><input type="checkbox"/> Site plan or sketch of site with proposed improvements</p> <p><input type="checkbox"/> description of materials</p> <p><input type="checkbox"/> photographs of site</p>
<p><b>Major Restoration, Rehabilitation, or Remodeling</b></p> <p><input type="checkbox"/> architectural elevations or sketches</p> <p><input type="checkbox"/> description of proposed changes</p> <p><input type="checkbox"/> description of materials</p> <p><input type="checkbox"/> photographs of existing building</p> <p><input type="checkbox"/> for restoration only, documentation of earlier historic appearance</p>	<p><b>Site changes - fences, walls, and mechanical systems</b></p> <p><input type="checkbox"/> site plan or sketch of site with proposed improvements</p> <p><input type="checkbox"/> architectural elevations or sketches</p> <p><input type="checkbox"/> description of materials</p> <p><input type="checkbox"/> photographs of site</p>
<p><b>Minor exterior changes</b></p> <p><input type="checkbox"/> description of proposed changes</p> <p><input type="checkbox"/> description of materials</p> <p><input type="checkbox"/> photographs of existing building</p>	<p><b>Site changes - signs</b></p> <p><input type="checkbox"/> drawing of sign with dimensions</p> <p><input type="checkbox"/> site plan or sketch of site (for ground signs)</p> <p><input type="checkbox"/> description of materials and illumination</p>