



Where Georgia comes together.

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

## Application for Certificate of Appropriateness Main Street Advisory Board

Contact Community Development (478) 988-2720

\*Indicates Required Field

	Applicant	Property Owner
*Name		
*Title		
*Address		
*Phone		
*Email		

\*Property Address \_\_\_\_\_

Project:

New Building \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_ Demolition \_\_\_\_\_ Relocation \_\_\_\_\_

\*Please describe the proposed modification:

### Instructions

1. A Certificate of Appropriateness is required for any exterior modification of a property located in the Downtown Development Overlay District.
2. Applications, with the exception of signs, are reviewed by the Main Street Advisory Board, which makes a recommendation to the administrator for action on the Certificate of Appropriateness.
3. The application may be submitted to the Community Development office or online.
4. The applicant must respond to the "standards" for the granting of a certificate of appropriateness in Section 2-3.8 of the Land Management Ordinance.
5. \*The following drawings and other documents must be submitted with the application, depending on the extent of the proposal:
  - \_\_\_\_\_ Site plan depicting building(s) footprint, parking, landscaping, and other site improvements,
  - \_\_\_\_\_ Detailed drawing(s) or sketch(s) showing the views of all building facades facing public streets and building features, such as recessed doors or dormers, and sizes,
  - \_\_\_\_\_ Detailed drawing(s) or sketch(s) depicting size, location, and colors of signage,
  - \_\_\_\_\_ Sample(s) for all proposed wall and trim paint colors,
  - \_\_\_\_\_ Sample(s) or photo(s) of proposed awning/canopy materials and color,
  - \_\_\_\_\_ Photo(s) of proposed doors, windows, lights, or other features that will be added to the building,
  - \_\_\_\_\_ Photo(s) or sample of proposed roofing materials and color if roof will be visible,
  - \_\_\_\_\_ Photo(s) or sample of brick, stone, tile, mortar, or other exterior construction materials that will be added to the building, and
  - \_\_\_\_\_ Other information that helps explain details of the proposal.

6. A complete application and all plans, drawings, cut sheets, and other information which adequately describes the proposed project must be submitted at least 10 days prior to a meeting of the Main Street Advisory Board, to allow adequate time for staff to review and prepare a report. The Main Street Advisory Board meets on the 1st Thursday of each month at 5:00pm at the Community Development office, 741 Main Street.
7. Please read carefully: The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.
8. Signatures:

*Applicant	*Date
*Property Owner/Authorized Agent	*Date

**Maintenance and Repair**

Nothing in the Land Management Ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of structures located the Downtown Development Overlay District when the repair does not involve a change in design, material, color, or outer appearance of the structure. Certificates of appropriateness are not required for alterations to the interior of a building or alterations to the use of a building (although other permits may be required).

**Notices**

There is no fee for review of a Certificate of Appropriateness (COA) application. However, a fee of \$238.00 will be charged for work started without an approved Certificate of Appropriateness.

Approval of a certificate of appropriateness does not waive any required permits, inspections, or fees required by the Community Development Department. Structural changes to a building require a building permit from the Community Development Department.

Decisions of the administrator may be appealed to the Planning Commission.

The Certificate of Appropriateness is valid for 6 months (180 days) from the date of approval by the administrator. 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.

Estimated valuation of proposed modification: \_\_\_\_\_