

Application for a Certificate of Appropriateness (COA) to the Historic Preservation Commission (HPC) for a proposed change to a locally designated property

Application Requirements:

All applications must be complete, including required support materials listed on the reverse side of this form. Incomplete applications will not be forwarded to the HPC for review

Application Deadline:

Applications and support materials 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 applicant or an 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 Date: _____

Fee Paid: _____

Complete Date: _____

Approved Administratively: _____

(Must have signatures below)

staff/date

staff/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 the owners telephone number and mailing address.

APPLICANT

APPLICANT: _____

TELEPHONE: _____

MAILING ADDRESS: _____

EMAIL: _____

PROJECT

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

TYPE OF PROJECT (CHECK ALL WHICH APPLY):

Construction

- New building
- Addition to building
- Building restoration, rehabilitation, or remodeling
- 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: _____

AUTHORIZATION

The work proposed in this application fully represents the construction and alteration to be undertaken at this time. Any changes or additions will be added to this application for review.

SIGNATURE: _____ DATE: _____

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 buildingoff@washingtonwilkes.org

New Buildings and New Additions

- site plan
- architectural elevations (if requested)
- floor plan (if requested)
- description of materials
- photographs of current conditions
- photographs of adjoining properties (New Buildings)

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)

Exterior changes

- architectural elevations or sketches
- 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

- Sign application
- Sign Rendering
- description of materials and illumination

Please submit applications to the City of Washington, 102 E. Liberty St. or mail to P.O. Box 9, Washington, GA, 30673. For additional information contact (706) 678-3277 or buildingoff@washingtonwilkes.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.