



Application for a Certificate of Appropriateness (COA)

To the Historic Preservation Commission (HPC) for a proposed change to structures or properties located in the designated historic district which includes the B3 or CBD zone.

Application Requirements:

A \$100 non-refundable fee;
 A completed application and any required support materials listed on page 3.
 Incomplete application will not be forwarded to HPC for review.

Application Deadline:

Application and support material must be submitted to the Community Development Dept. 30 days prior to the regular HPC meeting which is held the fourth Mon. of the month at 6:00pm

Application Presentation:

The applicant or other representative must attend the public hearing to present the application.

Building Permit:

If a building permit is required the permit cannot be issued less than 15 days from the date of the date of issuance of determination.

Additional Information

Only fill out the second Page if applicable

<p>Office use only:</p> <p>Date: _____</p> <p>Project #: _____</p> <p>Fee paid: _____</p> <p>Hearing date: _____</p>

CONTACT	<p>Applicant*: _____</p> <p>Phone #: _____</p> <p>Mailing Address: _____</p> <p>_____</p>
PROPERTY AND PROJECT	<p>Property Address: _____</p> <p>_____</p> <p>Zoning: _____ Tax Parcel: _____</p> <p>Type of project (check all that apply):</p> <p>New construction</p> <p><input type="checkbox"/> new building <input type="checkbox"/> addition <input type="checkbox"/> alteration <input type="checkbox"/> deck <input type="checkbox"/> outbuilding</p> <p>Site changes</p> <p><input type="checkbox"/> fence <input type="checkbox"/> wall <input type="checkbox"/> driveway <input type="checkbox"/> walkway <input type="checkbox"/> parking <input type="checkbox"/> demolition</p> <p><input type="checkbox"/> relocation <input type="checkbox"/> other</p> <p>Proposed starting date: _____</p>
AUTHORIZATION	<p>In consideration for the City of Dahlonega's review of this Application, the applicant hereby agrees to herby 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 application or any issuance of a permit. Any and all exterior alterations, improvements, additions, repairs or other changes to any structure or site in the Historical District must be approved by the Historic Commission for compliance with the Historical Commission guidelines. Furthermore, none of the above activities may commence without on site review by the City's building inspector. The owner/ contractor understand and agree to the above and is responsible for compliance with these requirements. The undersigned has read and understands the requirements and agrees that the above constitutes the construction or alteration to be undertaken at the time and that any changes or additions will require another application.</p> <p>_____</p> <p>Signature Date</p>



Owner Permission Letter for Alterations to Building

Date: _____

Regarding: _____
Name and property address of business

I, _____, hereby grant permission to _____
Owners name Name of renter

To do alterations to the facade and or landscape of the building and property being discussed.

If you have any questions regarding this correspondence, please feel free to contact me at:

Name of property owner: _____

Mailing address: _____

E mail address: _____

Phone number: _____

Signature of property owner



APPLICATION CHECKLIST

A complete application requires support materials. Please include this completed form as part of the application along with the following :

For new building or an addition to an existing building or addition of a new porch, deck, outbuilding, patio etc...

Site plan with footprint of building including contour lines, location of all buildings, parking, fences, walls, porches, decks, etc. to be added

Architectural plans/building design including:

- Interior floor layout indicating exterior door and window locations
- Drawings of all building elevations – all sides of the building
- Location and description including photos of all exterior lights
- Description of design and materials for all exterior features including roof, doors, siding, windows, trim, porch pickets and handrails, foundation, cornices, handicap ramps, etc.

Include photos or drawings of each i.e. of doors, windows, trim, cornice, pickets etc.... Photos of proposed site and adjoining properties/buildings

Landscape plan including all hardscapes, walls, and fencing. Landscape plan should also include:

- List including names and types of all trees and plants over 36" high
- planting schedule
- Elevation drawings of all new facades and walls showing trees and plantings when grown to mature height
- List of all existing trees on the property noting any to be removed

Alterations to Building Exterior i.e. change in window or door, foundation, roof, siding, exterior lighting, porches, awnings or storefront, etc...

- Photo of existing building Photos of adjoining properties Photo of earlier historic appearance
- Sketches or drawings and description of proposed changes
- Description or picture of the type of material proposed for use in the alteration
- Photos or drawing of the building element to be altered i.e. doors, windows, trim, cornice, pickets etc....

Site changes including parking areas, drives, walks, addition of fences, walls or outbuildings major landscape elements and including removal of large trees or shrubs

- Photo of site
- Photo of adjoining properties
- Site plan or sketch of site indicating location of changes
- Description of materials to be used
- Landscape plan (as described above)