



Application for a Certificate of Appropriateness (COA)

Office Use Only

Case Number: _____
Historic District: _____
Map/Block/Lot Number: _____

Date Filed: _____
Notice of Hearing: _____

PLEASE PRINT OR TYPE:

Name of Applicant: _____
Property Location: _____
Owner's Agent: _____

NOTE: If applicant is not the owner, the applicant must submit an Owner's Agent form obtained from the Zoning Administrator.

PROJECT INFORMATION

Type of project (check all that apply):

Construction

- New building Addition to building Minor exterior change
- Major building restoration, rehabilitation, or remodeling

Site changes

- Parking area(s), driveway(s), or walkway(s)
- Fence(s) or wall(s) Sign(s) Mechanical system(s)
- Non-temporary site feature(s): (e.g. satellite dishes, pools, lighting, arbors, gazebos, etc.)

Demolition or Relocation

- Primary building Outbuilding Site feature

PLEASE NOTE

Application requirements:

*Applications **must** include support materials* noted on the reverse to be considered complete. ***Incomplete applications will not be accepted or reviewed.***

Application Representation:

*Applicants or a representative **must** attend* to answer questions which may arise and if unanswered could result in denial of the application.

Application Deadline:

Applications are due a minimum of **28 days** prior to a regularly scheduled HPC meeting.

Regularly Scheduled HPC meetings are held the 2nd Tuesday of each month @ 10:00 a.m. in City Council Chambers, 144 E. Jackson Street.

IMPORTANT NOTE

Work must be completed as presented and approved.

If modifications or amendments become necessary, such changes must be presented to and approved by the Historic Preservation Commission prior to beginning work on any aspect of said modification or amendment.

PERMITS IF NEEDED MUST BE OBTAINED FROM THE BUILDING DEPT. BEFORE WORK BEGINS

This is a separate process; contact Building Department at 229-227-6983 for more information

REQUIRED MATERIALS

The following materials ***are required*** for a complete application.

Incomplete applications will ***NOT*** be reviewed.

Photographs may be submitted in digital format. Printed photos must be in color and of quality to allow scanning.

New Buildings and Additions

- description of project
- site plan
- architectural elevations
- floor plan
- description of materials
- photographs of proposed site

Major Restoration, Rehabilitation, or Remodeling

- architectural elevations or sketches
- description of project
- description of materials
- photographs of existing building

Minor Exterior Changes

- description of project
- description of materials
- photographs of existing building

Site changes: parking, drives, and walks

- site plan or sketch of site
- description of materials
- photographs of site

Site changes: fences, walls, and other site features

- site plan or sketch of site
- architectural elevations or sketches
- description of materials
- photographs of site

Site changes: signs

- architectural elevation or sketch (for signs located on the building)
- site plan or sketch of site (for free standing signs)
- description of materials and illumination

The HPC uses the *Secretary of the Interior's Standards* and the *Thomasville Design Guidelines* to make informed decisions. Copies of the *Design Guidelines* are available free of charge at Building Department or Thomasville Landmarks' offices.

PROJECT AND MATERIALS DESCRIPTION

(add additional sheets as necessary)

Nonrefundable Application Fee
\$50.00 Administrative, \$100.00 Minor, \$200.00 Major
Make checks payable to: City of Thomasville

Date: _____

Telephone Number (s): _____

E-mail Address: _____

Mailing Address: _____

Signature of the Applicant: _____