Application for a Certificate of Appropriateness (COA)

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

Office Use Only
Date Filed: ____________________________
Notice of Hearing: ____________________________

Pleased 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 fourteen (14) days prior to a regular HPC meeting.

The HPC meets the second Tuesday (10:00 a.m.) of each month at 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

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(add additional sheets as necessary)

Application Fee
$25.00

Make checks payable to: City of Thomasville

Date: _______________________________________

Telephone Number (s): _______________________

E-mail Address: ______________________________

Mailing Address: ______________________________

Signature of the Applicant: ____________________