



# 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 \$50 non refundable fee;  
 A completed application and any required support materials listed on page 3.  
 Incomplete applications will not be forwarded to HPC for review.

**Application Deadline:**

Applications and support material must be submitted 30 days prior to the regular HPC meeting which is held the Fourth Monday of the month at 6:30 pm.

**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 Issuance of Determination.

Office Use Only:
Date: _____
Project #: _____
Fee Paid: _____
Hearing date: _____
Notice on Property: _____
Notice to Nugget: _____
Notice Mailed: _____
HPC Decision: _____
COA expiration: _____
Determination Letter: _____

<b>CONTACT</b>	Applicant*: _____ Telephone: _____ Cell: _____ Mailing address: _____ _____ *NOTE: If applicant is not the owner, a letter from the owner authorizing the proposed work must be included. Please include owner's telephone number and mailing address.
<b>PROPERTY AND PROJECT INFORMATION</b>	Property Address: _____ Zoning: _____ Tax Parcel: _____ Type of project (check all that apply): <b>New construction</b> <input type="checkbox"/> new building <input type="checkbox"/> addition <input type="checkbox"/> alteration <input type="checkbox"/> deck <input type="checkbox"/> outbuilding <b>Site changes</b> <input type="checkbox"/> fence <input type="checkbox"/> wall <input type="checkbox"/> driveway <input type="checkbox"/> walkway <input type="checkbox"/> parking <input type="checkbox"/> Demolition <input type="checkbox"/> Relocation <input type="checkbox"/> Other Proposed starting date: _____
<b>AUTHORIZATION</b>	<p><i>In consideration for the City of Dahlonega's review of this application, the applicant hereby agrees to hereby 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 this time and that any changes or additions will require another application</i></p> DATE: _____ SIGNATURE: _____



## 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)

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