

# *Grantville Historic Preservation Commission*

123 Lagrange Street, Grantville, GA. 30220  
Telephone: 770-583-2869 Fax: 770-583-2280

## **Certificate of Appropriateness Application**

### **Guide**

#### **How to Obtain a Certificate of Appropriateness**

**This guide and checklist have been developed to help the applicant complete the COA application form and avoid unnecessary delays.**

If you own property inside the Grantville Historic District, you must obtain a Certificate of Appropriateness. A **Certificate of Appropriateness** is simply a document stating that the proposed work is **appropriate** for the **historic** district and meets the local code.

Contact Grantville City Hall for an application form. **Only one form per project or parcel will be accepted.**

1. For new construction or major projects, a site plan, scale elevation drawings, including the new construction elements (i.e., height and scale of building, roof forms, etc.) building materials to be used and photographs of the subject property are required. The applicant must file six copies of architectural renderings for any new structure are also required. The Commission reserves the right to require additional information.
2. Submit the completed application, along with all required supporting documents, to the Grantville City Clerk at the above address. After the City Clerk receives your application, it will be remitted to the GHPC for review.
3. Documentation must be complete for the GHPC to begin a review of any application. If you have any questions about what is needed to complete your application form, please contact the GHPC immediately to avoid unnecessary delays. A public hearing will be scheduled as soon as possible. Materials submitted for review **MUST** match what is presented during a public hearing, or the application will be tabled and rescheduled until the next meeting
4. The commission shall approve, approve with conditions, or reject an application for a Certificate of Appropriateness within 45 days after the filing. Evidence of approval shall be by a Certificate of Appropriateness sent by United States mail to the applicant and all other persons who have requested such notice in writing filed with the commission. Failure on the part of the commission to act within said 45 days shall constitute approval and no other evidence of approval shall be needed.

## Certificate of Appropriateness-Guide (continued)

5. Any person adversely affected by a decision of the GHPC relative to the issuance or denial of a Certificate of Appropriateness may appeal such decision to the Grantville City Council. Such appeal must be made within 15 days after the Commission's decision. Please contact the city manager for assistance.
  
6. If an application is approved or approved with conditions and following a 15-day delay for possible appeals to the Grantville City Council, the applicant may seek a building permit at Grantville City Hall. The issuance of a COA by the Grantville Historic Preservation Commission does not relieve the applicant of the responsibility to meet any other requirements of the city for a building permit.
  
7. The Commission encourages applicants to discuss planned projects with a commission member before submitting the COA application form.

### Checklist

The following checklist is designed to help you through the application process. Please check any item that applies and include that item with your application package. If you have materials not included on the checklist, but you feel they could help the Preservation Commission better understand and visualize your project, please provide them.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Existing Site plan | <input type="checkbox"/> Proposed Site Plan | <input type="checkbox"/> Front elevation |
| <input type="checkbox"/> Rear Elevation     | <input type="checkbox"/> Left Elevation     | <input type="checkbox"/> Right Elevation |
| <input type="checkbox"/> Floor Plan         | <input type="checkbox"/> Roof Plan          | <input type="checkbox"/> Detail Drawings |
- Photographs of buildings and other areas affected by the proposed changes. Include at least one (1) photograph of any elevation that will be impacted and one photograph of the precise areas where the work will be done. Please include photographs of the front elevation of your building and the buildings on either side.
- List of materials to be used
- Description of work to be completed
- Specifications
- Plan showing proposed changes in the landscape
- Topographic plan of parcel
- If the application is not being filed by property owner(s) please have the owner sign the signature page along with the applicant.
- Other information \_\_\_\_\_

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- 1. Legal address of property: \_\_\_\_\_  
\_\_\_\_\_
- 2. Parcel Number: \_\_\_\_\_ (Only one parcel number per COA application)
- 3. Legal Owner: \_\_\_\_\_
- 4. Owner's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
- 5. Owner's Phone Number(s):      Cell: \_\_\_\_\_  
   Business: \_\_\_\_\_  
   Home: \_\_\_\_\_
- 2. Owner's E-mail: \_\_\_\_\_

**Complete the following section IF applicant differs from the owner. If different, the owner must also sign the signature page along with the applicant.**

- 3. Applicant's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
- 4. Applicant's Phone Number(s):      Cell: \_\_\_\_\_  
   Business: \_\_\_\_\_  
   Home: \_\_\_\_\_
- 5. Applicant's E-mail: \_\_\_\_\_
- 6. Relationship of Applicant to Property Owner: Architect\_\_\_\_ Contractor\_\_\_\_ Tenant\_\_\_\_  
Other (if other, please explain) \_\_\_\_\_
- 11. Age of Structure: (approximate date of construction of the primary structure on property and any secondary structures affected by this project). \_\_\_\_\_

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12. Nature of proposed work (check all that apply):

- a. \_\_\_\_\_ Addition
- b. \_\_\_\_\_ Deck or Patio
- c. \_\_\_\_\_ Demolition
- d. \_\_\_\_\_ Exterior Architectural Changes
- e. \_\_\_\_\_ Changes to Exterior Environmental Features
- f. \_\_\_\_\_ Fencing/Walls
- g. \_\_\_\_\_ Landscaping
- h. \_\_\_\_\_ Moving Existing Structures
- i. \_\_\_\_\_ New Construction
- j. \_\_\_\_\_ New Freestanding Building
- k. \_\_\_\_\_ Sign Erection or Replacement
- l. \_\_\_\_\_ Repairs/Alterations
- m. \_\_\_\_\_ Other

13. Please help the commission visualize your project by describing your proposed work as simply and accurately as possible. Use the attached checklist and list of proposed work above as a guide for your description. Indicate building and/or landscape materials to be used. Accurate drawings are required. Include any photographs you think will enhance your description.

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14. This form must be completed and submitted to the Grantville Historic Preservation Commission BEFORE it can consider your application for any material change to a historic property or a property within the historic district. This form, along with all necessary supporting documentation (plans, material samples, etc.), must be filed with the city clerk, who will remit to the GHPC. Two (2) copies of plans or renderings for any new structures are required.

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**Signature Page**

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**By SIGNING THIS APPLICATION, I ACKNOWLEDGE THAT I AM THE LEGAL OWNER OF THE SUBJECT PROPERTY. I HAVE REVIEWED THE PROPOSED SCOPE OF WORK AND I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR COMPLIANCE WITH ANY CERTIFICATE OF APPROPRIATENESS ISSUED FOR THIS PROJECT. (Owner's signature is required for all applications)**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I hereby certify that the proposed work is accurately described and authorized by the owner of record. I am acting on behalf of the owner to make this application as the authorized agent.**