



Toccoa Historic Preservation Commission (HPC) Certificate of Appropriateness (COA) Application

PLEASE NOTE:

Application Requirements:

All applications must be complete and include required supporting materials (listed on the reverse side of this application form). Incomplete applications will not be forwarded to the HPC for review.

Application Deadlines:

Applications and support materials must be submitted fifteen (15) days prior to the regular HPC meeting, usually the first Thursday of each month. Applications must be submitted at City Hall.

Application Representation:

The applicant or an authorized representative of the applicant must attend the public hearing to support the application.

Building Permit Requirements:

In addition to a COA application, building permits must be acquired from City Hall. Building permits will not be issued without proof of a COA.

Deadline for Project Completion:

After application approval, the COA is valid for 18 months and null and void if construction does not begin within 12 months.

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.

Office Use Only

Date Received: _____

HPC Hearing: _____

HPC Decision: _____

Project Completion: _____

COA Expiration: _____

CONTACT INFORMATION

Applicant: * _____

Telephone: _____

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.*

PROPERTY AND PROJECT INFORMATION

Property Address: _____

Property Owner: _____

Name of District: _____

Brief Description of Project: _____

(example: replacement of awning, installation of windows, etc.)

PLEASE PROVIDE DETAILS OF THE PROJECT ON REVERSE SIDE OF APPLICATION

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

Proposed Starting Date: _____

Contractors/Consultants: _____

DESIGN GUIDELINES

The *Toccoa Historic Downtown Design Guidelines* contain guidelines for the most commonly proposed changes. These guidelines are used by the Historic Preservation Commission as the design criteria when reviewing applications for Certificates of Appropriateness. The booklet is available free of charge at City Hall.

REQUIRED SUPPORTING MATERIAL

A complete application requires supporting materials. Please check the list below for which materials may be necessary for design review of a particular project:

New Buildings and New Additions

- Description of Project
- Site plan
- Architectural elevations or drawings
- Floor plan
- Description of materials
- Photographs of proposed site

Major Restoration, Rehabilitation, or Remodeling

- Architectural elevations or drawings
- Description of project
- Description of materials
- Photographs of existing building
- Documentation of earlier historic appearance
(Restoration Only)

Minor Exterior Changes

- Description of project
- Description of materials
- Photographs of existing building

Site Changes: Parking, Drives, and Walks

- Site plan or drawing of site
- Description of materials
- Photographs of site

Site Changes: Fences, Walls, and Other Site Features

- * Site plan or drawing of site
- * Architectural elevations or drawings
- * Description of materials
- * Photographs of site

Site Changes: Signs

- Architectural elevation or drawing
(for signs located on the building)
- Site plan or drawing of site
(for free standing signs)
- Description of materials and illumination

Note: Only complete applications will be placed on the agenda for design review.

PROJECT AND MATERIALS DESCRIPTION

Describe the proposed project (attach additional sheets if necessary). The description should include proposed materials. Please divide the description if the proposed scope of work will involve more than one type of project.

1. **Introduction**
 2. **Background**
 3. **Methodology**
 4. **Results**
 5. **Discussion**
 6. **Conclusion**
 7. **References**
 8. **Appendix**
 9. **Figure 1**
 10. **Figure 2**
 11. **Figure 3**
 12. **Figure 4**
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AUTHORIZATION

The undersigned acknowledges that the above application refers to construction and alterations to be undertaken at this time; however, alterations not addressed in this document will require an additional application.

Signature: _____

Date: _____

2. COA Application Checklist

The Toccoa Historic Preservation Commission has provided this checklist to assist you with the completion of the Certificate of Appropriateness application. The checklist ensures the applicant has included all necessary information regarding the project, contributing toward a quicker approval.

Please be sure to include all of the following information with your COA application:

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 balusters and handrails, foundation, cornices, handicap ramps, etc.
- ☐ Include photos or drawings of each, e.g. doors, windows, trim, cornice, balusters, 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; e.g. changes in windows or doors; foundation, roof, siding, exterior lighting, porches, awnings or storefront materials.

- ☐ Photo of existing building
- ☐ 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, e.g. doors, windows, trim, cornice, balusters

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

- ☐ Photo of site
- ☐ Site plan or sketch of site indicating location of changes
- ☐ Description of materials to be used

HPC meets on the first Thursday of each month, and it is a requirement that the applicant attend. Meetings are held at 4 P.M. If there are any further questions regarding the COA application process, please call 706-282-3232.