



Vienna Historic Preservation Commission
PO Box 436, Vienna, GA 31092
229-268-4920; fax 229-268-4919;
www.cityofvienna.org

PLEASE NOTE:

Application Requirements:

All applications must be complete and include required support materials listed on the reverse side of this application form.

Application Deadline:

Applications and support materials must be submitted fifteen (15) days prior to the regular VHPC meeting, usually the last Wednesday of each month at 6:00 pm. Applications must be submitted at Vienna City Hall.

Application Representation:

The applicant or an authorized representative of the applicant must attend the public hearing to support the application. Applicants for demolition must have a third party present at such hearing to provide objective, unbiased reasoning that demolition is needed. The third party must not have any vested interest in the project, i.e. project contractor, architect, or appraiser.

Building Permit Requirements:

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

Deadline for Project Completion:

After application approval, the COA is valid for 18 months and void if construction does not begin within 6 months.

Office Use Only

Resource No: _____

Received: _____

VHPC Hearing: _____

VHPC Decision: _____

Project Completion: _____

COA Expiration: _____

Application for a Certificate of Appropriateness (COA)
to the Vienna Historic Preservation Commission (VHPC) for a proposed change to a locally designated property.

Applicant: * _____ Phone: _____

Mailing Address: _____

**Note: If applicant is not the owner as listed on the Property Deed, a letter from the owner authorizing the proposed work must be included along with the owner's telephone number and mailing address.*

Property Address: _____

Zoning (Check one): Commercial _____ Residential _____

Other _____ (Explain) _____

Brief Description of Project: _____

Type of Project (Check all which apply):

Construction

____ New Building

____ Addition to building

____ Major building restoration, rehabilitation, or remodeling

____ Minor exterior change

Site Changes

____ Demolition

____ Relocation of building(s)

____ Fence(s), wall(s), landscaping

____ Other _____

Proposed starting date: _____ Anticipated Completion: _____

Contractor/Consultant/Architect: _____

In consideration for the City of Vienna's review of this application for a proposed change to a locally designated property, the applicant agrees to hereby indemnify and hold harmless the City of Vienna 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 hereunder.

Signature: _____ Date: _____

Application Checklist

A complete application requires support materials. Please check the list below for which materials you have provided to assist the HPC in the review of the project.

New Buildings and New Additions

____ site plan

___ landscape plan

___ photographs of proposed site

Major Restoration, Rehabilitation, or Remodeling

____ description of proposed changes

____ photographs of existing building

____ documentation of earlier historic appearance (restoration only)

Minor exterior changes

____ description of proposed changes

___ description of materials

___ photographs of existing building

Site changes - parking areas, drives and walks

____ site plan or sketch of site

description of materials

____ photographs of site

Site changes - fences, walls and mechanical systems

____ site plan or sketch of site

____ description of materials

____ photographs of site

Site changes - signs

_____ sketch of sign

_____ site plan of sign

____ description of materials and illumination

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. (example: 1) addition of storage and 2) installation of sign)

[illegible]