



CITY OF LEXINGTON

HISTORIC PRESERVATION COMMISSION

Historic Preservation Ordinance

This ordinance applies within the City limits to the Lexington Historic District. It provides a municipal policy for the protection of historic properties in order to preserve and enhance the overall historic character of the district. The Lexington Historic Preservation Commission's (LHPC) Design Review process provides the means for such protection with the issuance of Certificate of Appropriateness (COA) for any new building construction or relocation, any additions, alterations or demolition of or to existing buildings or structures, and projects involving significant historic landscape features such as street trees, major landscape changes, fences and retaining walls. To view full Lexington Historic Preservation Commission Ordinances, visit: lexingtonga.org/wp-content/uploads/2025/08/lexingtonhistoricpreservation-commission_ordinance.pdf

Certificate of Appropriateness Requirements

Before making any exterior modification to or on your property, it is required by law that you submit a COA to the LHPC. The LHPC reviews COA applications, taking into consideration: heights, setback and placement on the lot, all exterior materials, architectural detailing, roof shapes, forms, proportions, shapes, positions, as well as the location and form of doors, windows, structural conditions, appurtenant fixtures and other environmental features such as outbuildings, fences, walkways, lighting and significant landscape designs and plantings. Once the application is approved at the public meeting, the LHPC issues the actual COA, at which time the work can commence.

Generally, a COA is not required if you are only doing interior work to a building, or you are doing only repair or maintenance work and you are not changing the design or materials of the building. For example: painting (including color), re-glazing windows, minor landscaping or replacing materials with the same materials do not require a COA. In some instances, building permits may be required for both interior and exterior work.

The Lexington Historic Preservation Handbook

Before planning any project, we encourage all property owners to consult the Lexington Historic Preservation Handbook, which has extensive information on best practices to preserve historic buildings and landscapes. In addition to a wealth of technical information, the book includes specific design guidelines that are used by the LHPC to review projects within the Lexington Historic District. Understanding the guidelines and how they apply to the unique characteristics of your property are key to successful preservation of all properties and the district as a whole. Copies of the LHPC Handbook are available at Lexington City Hall, Oglethorpe County Library, Athens Regional Library or online at lexingtonga.org/wp-content/uploads/2021/06/lexington-preservation-handbook.pdf.

Guidelines for Processing an Application for a Certificate of Appropriateness

- Please return application and supporting documents to Lexington City Hall or email lindaparish1012@gmail.com
- Regular meetings of the LHPC are scheduled for the first Monday of each month at Lexington's Beth Salem Manse at 7:30pm. If there are no applications ready for review or other business to conduct, no meeting is called.
- Two to three weeks lead time is required for processing an application. All adjacent property owners must be identified and notified by mail ten days prior to the meeting at which the application will be discussed. In certain circumstances a special meeting can be called if there is an emergency and you have missed a regularly scheduled meeting. This requires time to contact all the commission members and work out a mutually agreeable meeting time in order to have a quorum. Adjacent property owners must still be notified, therefore, at least 12 days is required to call a special meeting.
- Property owners and occupants will be notified by mail when the meeting is scheduled. It is in your best interest to attend the meeting in case of questions. Unanswered questions and incomplete applications will require another called meeting and another lapse in time, possibly a month or more.

Certificate of Appropriateness Application Criteria Checklist

Only complete applications will be placed on meeting agendas. Please review the following information carefully and submit all necessary attachments, drawings, photographs, product literature, etc., as it applies to your specific project. If you have questions while completing the COA form, please contact:

Linda Parish (LHPC Chairperson)
lindaparish1012@gmail.com
706-743-1049

Cory Crayton
clcrayton@gmail.com
678-480-5465

City Hall
706-743-3322
clerk@lexingtonga.org

Chuck Bentley
cdblentley1@yahoo.com

Linda Moore
Linda@apostrophegraphics.com
770-354-7336

1. EXTERIOR ALTERATION OR MAJOR REPAIR

Describe clearly the details of all proposed work. Include the following items, as they apply to your project:

- ☐ For siding or roofing: include brief description of existing material type, overlap and width; describe proposed material including type, overlap and width. Manufacturer's illustration of materials or samples may be submitted. For proposed changes in roof height, shape, pitch, or soffit, fascia, finials provide a sketch of the proposed work including dimensions.
- ☐ For masonry (walls, foundations, chimneys), provide brief description of existing material type and dimensions, bond pattern, mortar profile width, and condition and proposed changes.
- ☐ For window, door, porch or railing replacement or porch enclosure, provide a sketch of the proposed work including dimensions. If using stock materials, manufacturer's illustration of materials may be submitted. Include description and photograph of damaged material to be replaced.
- ☐ For other categories, provide description of material, dimensions and condition of existing elements and proposed changes.

2. NEW CONSTRUCTION, ADDITIONS, OR RELOCATION OF EXISTING BUILDING

Describe the nature of the proposed project. Include the following items, as they apply to your project:

- ☐ Site Plan with measured distances, noting the location of significant features (existing or proposed) such as buildings, driveways, parking areas, walkways, fences/walls, landscape features, street trees, etc.
- ☐ Include a brief description of proposed site improvements (paving materials, type and height of fencing/walls, gates, etc.).
- ☐ For Additions, provide elevation drawings to scale of each affected façade and specifications, which clearly show the exterior appearance of the project.
- ☐ Photographs of the proposed work areas.
- ☐ Samples or other description of materials to be used on exterior.

3. DEMOLITION OR PARTIAL DEMOLITION OF STRUCTURES, RELOCATION OF EXISTING BUILDING

- ☐ Describe any unique materials or craftsmanship found in the property; condition of the structure; reason for demolition; details of proposed post-demolition plans for the site; impact of demolition and proposed post-demolition plans on the Historic District.
- ☐ Include photographs of all faces of the building.
- ☐ Contact the Commission Chairman for information regarding procedure for a demolition/relocation hearing, as additional notification requirements are required.

Certificate of Appropriateness Application

Please print or type. Only COMPLETED applications will be placed on meeting agendas. You and/or your property representative are encouraged to be present at the LHPC meeting where your project will be reviewed. You will be notified of the meeting time, date, and location.

1. ADDRESS AND LEGAL DESCRIPTION OF PROPERTY

Street Address _____

Tax Map and Parcel Number _____ Building Age _____

2. NAME OF APPLICANT:

Phone _____ Email _____

Mailing Address _____

Property Owner _____

Relationship of Applicant to Property

- ☐ Owner
- ☐ Architect
- ☐ Contractor
- ☐ Other

3. NATURE OF PROPOSED EXTERIOR WORK

In addition to checking one or more of the items below, please review and complete the enclosed checklist. If complete information is not provided, applications are considered incomplete and cannot be reviewed.

Please describe your proposed work as simply and accurately as possible. Refer to the attached criteria checklist regarding additional information that is needed to create a complete application. Be sure to indicate materials and dimensions, where appropriate, as well as photographs and accurate drawings. Use extra sheets if necessary.

- ☐ New construction or relocation (infill)

☐ Additions

☐ Door, window, entrance alteration or replacement

☐ Siding alteration or replacement: clapboard, shingle, masonry

☐ Roof alteration or replacement: alteration of shape, height, or pitch, change in roofing material, finials, fascia, soffits or gutters
- ☐ Porch alteration or removal including enclosure, columns, railings, scroll work, floor/ceiling, steps

☐ Demolition: entire structure/partial demolition

☐ Landscape and street scape features: fences, walls, driveways, sidewalks, steps, lighting, trees and other substantial plantings

☐ Other: chimneys, handicap ramps, etc. Please specify

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____