

Date Received: _____

Application Number: _____

Decision due by: _____

Date Approved: _____



**City of Griffin
Historic Preservation Commission**

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Instructions for Applicant:

Deliver completed applications, with all appropriate attachments and fees to the Planning and Development Services Department located at 100 South Hill Street, Griffin, GA 30223. You may reach our office by phone at 770-233-4130 between 7:30AM and 4:30PM Monday through Friday, and by fax at 770-233-2915. Please contact our office if you have any questions about this application.

The City of Griffin Historic Preservation Commission holds COA Preplanning meets on the 2nd Wednesday of each month and conducts public hearings and reviews COA applications on the 4th Wednesday. All COA applications for new construction, demolition, building alterations, restoration, rehabilitation or the remodeling of exteriors features must attend at least one COA Preplanning meeting.

Applications for Certificates of Appropriateness must be submitted 30 days prior to the expected public hearing meeting date. All applicants should allow 45 days for a COA decision.

Administrative review may be requested or offered for some applications such as signage, routine maintenance and repairs, and replacement of existing awnings. An administrative review may eliminate the required public hearing for eligible projects.

Upon receipt of a completed application with all required attachments and fees paid, Planning and Development Services Staff will assign a case number to the application, and indicate the date of receipt and the date the applicant can expect a decision to be made by. The applicant will be notified in writing of the date, time, and place of the required Public Hearing to be held before the City of Griffin Historic Preservation Commission. It is important that a representative of the Certificate of Appropriateness applicant attend the Historic Preservation Commissioners Public Hearing.

The applicant or their representative is responsible for obtaining copies of all applicable City of Griffin ordinances and development design guidelines, codes, and regulations, and to resolve all comments received and related issues. It is recommended that all development applicants and/or their consultants purchase a copy of the City of Griffin Zoning Ordinance, Development Ordinance, and Stormwater Regulations prior to submission of this application, depending on the type of exterior changes being proposed.

Section 55- 1 Purpose: The historical, cultural and esthetic heritage of the city is among its most valued and important assets. The preservation of that heritage is essential to the promotion of the health, safety and general welfare of its people. In order to stimulate revitalization of the central business district and historic residential neighborhoods, to protect and enhance its local historic and cultural attractions for tourists and visitors, to encourage the acquisition by the city or qualified preservation organizations of facade and conservation easements, to enhance the opportunities to tax relief as incentive for rehabilitation of certified historic structures, and to provide a uniform procedure in accordance with O.C.G.A. § 44-10-20 et seq. the "Georgia Historic Preservation Act".

Reference Chapter 55 of the City of Griffin Codes for further explanation of the Certificate of Appropriateness and the City of Griffin Historic Preservation Commission.

Failure to comply with Chapter 55 of the City of Griffin Codes and/or an approved Certificate of Appropriateness may result in monetary fines.

www.cityofgriffin.com

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APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Applicant Name: _____ **Telephone:** _____

Mailing Address: _____

Applicant is: Property Owner Engineer Architect Realtor Tenant

Property Owner's Name: _____ **Telephone:** _____

Mailing Address: _____

Proposed Start Date: _____ (minimum of 45 days after application date)

Contractors / Consultants: _____

Telephone: _____ **Fax:** _____

Description of Property under consideration:

Property Address: _____

Tax Map, Block and Lot Number: _____

Zoning: _____ **Parcel(s) Size:** _____ (acres or square feet)

Preservation District: LCI District Historic Downtown Griffin Commercial District

Brief Description of Project: _____

Type of Project (check all that apply):

Construction:

☐ New Building

☐ Addition to Building

☐ Alteration, Restoration, Rehabilitation, or
Remodeling exterior features

☐ Painting of unpainted Masonry

☐ Abrasive Blasting or Acid Washing of masonry or
concrete

Site Changes:

☐ Demolition or Relocation of Building(s)

☐ Parking area(s), driveway(s), or walkway(s)

☐ Fence(s), Wall(s), or Landscaping(s)

☐ Mechanical System(s) or Non-temporary
Structure(s)

☐ Sign(s)

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Sign Applications:

Permitted sign types in the historic downtown area include: Historic Pole signs, Projecting signs, Flat/attached or painted signs, Chalk board signs, Menu Boxes, Dedication or Historic Plaques, and Relief signs.

Signs not permitted in the historic downtown area include: internally lit sign, flashing, blinking, and rotating signs.

Sign Dimensions:

Sign (1): Height _____ Width _____ Square Footage _____ Sign Type _____

Sign (2): Height _____ Width _____ Square Footage _____ Sign Type _____

Sign (3): Height _____ Width _____ Square Footage _____ Sign Type _____

Total Square Footage of Building Façade(s): _____

Total Square Footage of Window(s): _____

Below are suggested lettering styles for signage in the historic district. It is the goal of the Historic Preservation Commission that signs are appropriate and compatible with the character and general ambiance of the downtown.



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Application Check List

For **Signage**, please submit two (2) copies of the following:

Photograph of complete building elevation indicating sign design and location, submitted on 8 1/2" x 11" sheet of paper or larger or in electronic copy.

Detail drawing of proposed signage indicating size, type, and color of lettering and graphics, and signage materials.

Detailed drawing shall indicate proposed mounting. Drawing shall be drawn to scale and include overall dimensions and submitted on 8 1/2" x 11" sheet of paper, or larger.

Payment of the \$25.00 application fee at the time of submittal, made payable to the City of Griffin.

For **Building / Façade modifications**, please submit two (2) copies of the following:

Photograph of building elevation showing current conditions and adjacent properties, submitted on 8 1/2" x 11" sheet of paper, or larger. Photograph shall be taken at angle perpendicular to building elevation.

Photograph of building elevation showing current conditions, submitted on 8 1/2" x 11" sheet of paper, or larger. Photograph shall be taken at angle perpendicular to building elevation.

Site plan showing all proposed improvements for the property. Site plan shall include, but not be limited to adjacent buildings, walls, sidewalks, terraces, balconies, plantings, and accessory buildings. Site plan shall be drawn at 1" = 10', or larger, by architect or draftsman and bear their signature.

Labeled floor plan showing all proposed improvements to the exterior walls of the building. Labeled floor plan shall include, but not be limited to walls, doors, windows, and glazing. Labeled floor plan shall be drawn at 1/4" = 1' - 0", or larger, by architect or draftsman and bear their signature.

Exterior Elevations showing all proposed improvements to the exterior of the building. Elevations shall include, but not be limited to doors, windows, glazing, canopies, masonry detailing, signage and lighting. Elevations are to be submitted in color as to approximate the proposed color scheme. Elevations shall be drawn at 1/4" = 1' - 0", or larger, by architect or draftsman and bear their signature.

Detail information of the actual building materials and color charts, including door types, window types, masonry, lighting, awnings, mounting, and hardware, etc. being proposed. For example, a manufacturer's cut sheet.

Detailed typed written narrative indicating how the proposal meets the criteria for approval of a Certificate of Appropriateness by satisfying the requirements of the design guidelines and is consistent with the purpose and intent of the Preservation District.

Payment of the \$50.00 application fee at the time of submittal, made payable to the City of Griffin.

I HEREBY CERTIFY that I understand that this application for a Certificate of Appropriateness will not be accepted until all of the requested information has been completed and delivered to the City of Griffin Planning & Development Services. I also understand that this application must undergo a review process by both the department of Planning & Development Services and the Griffin Historic Preservation Commission as well as a public hearing held before the Historic Preservation Commission. I am aware that this application may require a site visit or additional research by staff. As a property owner and/or applicant, I am aware of my right to propose changes and re-submit the application; I understand a re-submitted application is subject to the same application requirements and time frame as an original application. I am also aware of my right to appeal any decision made on this application to the City of Griffin Board of Commissioners.

Signature of Applicant

Date

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OWNER'S AUTHORIZATION

By execution of this form, authorization is given to the person(s) named as "Applicant" below, acting on behalf of the Owner, to file for and pursue a request for approval of a Certificate of Appropriateness from the City of Griffin Historic Preservation Commission.

Applicant Name: _____

Signature of Property Owner

Date

Signature of Representative or Owner's Attorney

Date

Printed Name of Representative/ Attorney

Notary Signature and Seal

Commission expiration date:

FOR STAFF USE ONLY:

\$ _____ application filing fee

Paid By:

Check (check# _____)

Cash

Cashier's Check

Other: _____

COA Approval Date: _____

COA Expiration Date: _____ (6 months from date of COA approval)

Griffin Historic Preservation Commission Action:

Approved

Denied

Approved: _____

Reasons for Denial: _____

****BUILDING / SIGN PERMITS SHALL NOT BE ISSUED WITHOUT THE THREE (3) SIGNATURES LISTED BELOW****

Griffin Planning & Development Services Designee

Date

Griffin Planning & Development Services Director

Date

Authorized Representative of the Griffin Historic Preservation Commission

Date

****A COPY OF THE CERTIFICATE OF APPROPRIATENESS WILL BE ATTACHED TO THE BUILDING AND/OR SIGN PERMIT UPON ITS ISSUANCE****