

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Cedartown Historic Preservation Commission



Notice to Applicant

Please complete this application in its entirety. Review the provided "Design Guidelines" to ensure compliance. Full design standards are available upon request.

Applicant: _____

Phone #: (____) ____ - ____

Mailing Address: _____

Email: _____

SECTION 1: PROJECT INFORMATION

Supporting Documentation **WILL BE REQUIRED** for All Work Listed Below

Property Address: _____

**Note: If applicant is not listed on the Property Deed as the official owner,
Owner authorization must be provided (see page 3)**

Existing Building Use:

☐ Residential (*2nd Floor Only*) ☐ Commercial ☐ Other/Both _____

Project Details:

☐ New Building ☐ Addition to Building ☐ Major Rehabilitation ☐ Demolition
☐ Minor Exterior Change ☐ Relocation of Building ☐ Fence(s), Wall(s), and/or Landscaping
☐ Signs (Facade, Window Decals, etc.) Other: _____

Project Start Date: ____/____/____ Anticipated Completion Date: ____/____/____

Contractor/Consultant/Architect Information:

Name of Business/Organization: _____

Contact Name: _____ Phone #: (____) ____ - ____

Brief Project Description:

Confirmation of Design Standards and Ordinances

I have reviewed all appropriate sections of the "Cedartown Guidelines". I understand that all additions, changes, and upgrades are subject to Historic Preservation Committee approval, and all supporting documentation is attached to this application.

Applicant Signature

_____/_____/_____
Date

SECTION 2: APPLICATION CHECKLISTSupporting Documentation **WILL BE REQUIRED** for All Work Listed Below

Please Select the Appropriate Type of Project Relating to Your Property:

New Buildings and New Additions ☐	Major Restoration, Rehabilitation, or Remodeling ☐
☐ Site Plan ☐ Architectural Elevations ☐ Artist's Rendering (to scale) ☐ Floor Plan ☐ Landscape Plan (vegetation not required) ☐ Description of Construction Materials ☐ Photographs of Proposed Site & Adjoining Properties	☐ Architectural Elevations or Sketches ☐ Artist's Rendering (to scale) ☐ Description of Proposed Changes ☐ Description of Construction Materials ☐ Drawing/Sketch of Proposed Exterior Changes ☐ Photographs of Existing Building Documentation of Earlier Historic Appearance (Restoration ONLY)
Minor Exterior Changes ☐	Site Changes- Parking, Drives, and Walks ☐
☐ Description of Proposed Changes ☐ Description of Construction Materials ☐ Artist's Rendering (to scale) or Sketch of Proposed Exterior Changes ☐ Photographs of Existing Building	☐ Site Plan or Sketch ☐ Artist's Rendering (to scale) ☐ Description of Construction Materials ☐ Photographs of Site
Site Changes- Fences, Walls & Systems ☐	Site Changes- Signs ☐
☐ Site Plan ☐ Architectural Elevations ☐ Artist's Rendering (to scale) ☐ Description of Construction Materials ☐ Photographs of Site	☐ Specifications ☐ Description of Construction Materials and Illumination
Demolition ☐	
☐ <u>Must Include a Complete Plan for the New Development</u> ☐ Timetable ☐ Demolition Budget ☐ New Construction Budget ☐ Evidence of Adequate Financing	

Confirmation of Applicant

I certify that all plans/projects listed above have been supplemented with detailed descriptions, renderings, and related documents attached to this COA Application.

I understand that failure to provide requested information may result in approval delays or rejection of my application.

Applicant Signature____/____/____
Date

SECTION 3: PROCESS OVERVIEW & AUTHORIZATION

Please Read Carefully & Initial Each Line to Confirm

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- _____ Applications MUST be complete with attachments before review
- _____ Applicant (or representative) MUST attend the Historic Preservation Commission in support of the application
- _____ Building permits WILL NOT be issued until a COA is approved by the Historic Preservation Commission
- _____ Once Approved, the COA is Valid for 18 Months
- _____ COA is VOID if Construction Does Not Begin Within 12 Months of Approval

AUTHORIZATION OF PROPERTY OWNER

****If Applicant is NOT Listed As Property Owner on Deed, Please Complete the Following****

Name of Property Owner: _____

Address on Application: _____

Phone Number: (____) ____-____ Email: _____

Mailing Address: _____

I certify that all plans, sketches, and related documents within this application have been reviewed, and hereby authorize the applicant to proceed with all items listed for this property.

_____/_____/_____
Signature of Property Owner Date

AUTHORIZATION OF APPLICANT

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

**SECTION 4: CITY RECEIPT AND REVIEW
(OFFICE USE ONLY)**

Receipt of Application:

Application Received By: _____ Date ____/____/____

- ☐ Application Completed and Signed
☐ Attachments Included

Pending Review Date (Date of HPC Meeting)
____/____/____

Confirmation of Review:

Applicant

____ HAS ____ HAS NOT

Been Notified in Writing of the scheduled
review by the Historical Preservation
Commission

Applicant

____ HAS ____ HAS NOT

Been Notified of Delayed/Rejected Application Due to:
____ Lack of Supporting Documentation
____ Incomplete Application

Historical Preservation Commission Decision and Recommendations:

Application for COA Has Been:

____ Approved ____ Rejected (Details Below) ____ Conditionally Approved (Details Below)

Conditions, Recommendations, or Reason for Rejection by the HPC:

Chairman, Historic Preservation Commission

____/____/____
Date

Certificate of Appropriateness to be Issued: ____/____/____

City Clerk

____/____/____
Date