



Athens-Clarke County  
**CERTIFICATE OF APPROPRIATENESS**  
**Application Packet**

The following items are required for a Certificate of Appropriateness submittal to be considered complete.

These submittal requirements apply for HPC level or Staff level reviews. For a schedule of Certificate of Appropriateness submittal deadlines and HPC meeting dates, please visit:

<https://www.acgov.com/Admin/DocumentCenter/Document/View/65777/2022-Historic-Preservation-Deadlines>

FOR ALL SUBMITTALS
<input type="checkbox"/> Application <i>Complete all pages &amp; sign; 2 copies required</i>
<input type="checkbox"/> Plan Sets- (This includes site plans, elevations, photos, spec sheets, etc. that describe, depict, and explain the project.) <i>2 full sets for Staff level review (1 set must be to full scale), or 10 full sets for HPC level review (1 set must be to full scale)</i>
<input type="checkbox"/> CD or thumb drive <i>Include all images and written pages digitally. Like items such as application pages, photos, etc. can be grouped into a single file. Emailed digital files will not be accepted.</i>
<input type="checkbox"/> Fee – See below <i>cash, card, or check – make check payable to ACC</i>

DETERMINE THE FEE	ACKNOWLEDGE THE FOLLOWING
<input type="checkbox"/> Staff Level Review- \$25 Staff must verify request is allowed at staff level.	<input type="checkbox"/> I understand that a Certificate of Appropriateness expires 6 months after approval or issuance. Extensions must be discussed with Staff.
<input type="checkbox"/> Minor HPC Level COA- \$55 e.g. Material changes, Hardscape, Fences	<input type="checkbox"/> I understand that HPC level review requires a sign be placed on the property as a requirement of the ordinance. The sign is property of the Planning Dept.
<input type="checkbox"/> Moderate HPC Level COA- \$155 e.g. Small to moderate sized additions; Renovation of existing structure; New accessory building	<input type="checkbox"/> Staff is available to review my project ahead of submittal and that such a review will often lead to a more smooth and positive experience.
<input type="checkbox"/> Major HPC Level COA- \$505 e.g. New construction of a main structure; Major addition; Demolition of a main structure	<input type="checkbox"/> I understand that my project must follow the approved plans precisely and that any modifications must be discussed with Staff prior to moving forward.

**Please call the Planning Department if you have questions prior to submitting as incomplete submittals may delay acceptance of a project for review. The Design Guidelines applicable to all designated properties may be found online at [www.acgov.com/planning](https://www.acgov.com/planning)**

**CERTIFICATE OF APPROPRIATENESS APPLICATION***For Staff Use:*

PLAN #: COA - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_**PROJECT INFORMATION:** Check all that apply

Demolition (Whole or Part)    Addition    New Construction (Primary Structure)    Accessory Structure  
 Signage    Site Changes (Fencing, Paving, etc.)    Material Changes (Windows, Roofing, etc.)

HAS ANY PART OF THIS PROJECT ALREADY BEGUN PRIOR TO REVIEW:  Yes    NoTHIS APPLICATION IS BEING SUBMITTED FOR:    Staff level review    HPC level review**CONTACT INFORMATION**

Applicant/Agent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

This information is:  Business    Personal**OWNER INFORMATION**    Same as above

Applicant/Agent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

This information is:  Business    Personal

The Unified Government of Athens-Clarke County is a public entity subject to Georgia's Open Records laws. All submitted applications and associated plans and documents are covered under such laws and may be released to other parties unless they contain information specifically protected by law.

I understand that incomplete applications cannot be processed and will result in delay. This application is complete to the best of my knowledge and in accordance with all submittal requirements.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_**FOR STAFF USE ONLY:**

Received by: \_\_\_\_\_

Submitted Date: \_\_\_\_\_

Tax Map #(s): \_\_\_\_\_

Parcel Zoning: \_\_\_\_\_

District or Landmark Name: \_\_\_\_\_

 Staff Level    HPC Review for Hearing Date: \_\_\_\_\_Within Submittal Window:  Yes    No, waived

## DECLARATION OF OWNERSHIP

I swear that I am the owner of record of the property located at: \_\_\_\_\_, (project address), which is the subject matter of the attached application. Ownership means owning 51% or more of a property. I understand that an application for a Certificate of Appropriateness must be submitted by an individual with 51% or more fee-simple ownership of the subject property, or his legal agent as authorized in writing by the owner. (See below.)

Further, I understand that the processing of this application and certification of the project completion, if approved, may require the Planning Department staff to enter the subject parcel (entry into structures is not required). I do, hereby, give permission for their admittance.

**OWNER'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## PROPERTY OWNER AUTHORIZING AN AGENT

I swear that I am the owner of record of the property located at: \_\_\_\_\_, (project address), which is the subject matter of the attached application. As owner, I authorize the person named below to act as applicant or agent in the pursuit of this Certificate of Appropriateness Application.

Name of Authorized Agent: \_\_\_\_\_

**OWNER'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## SUBMITTAL WINDOW

Is this application being submitted for staff level review:  Yes  No

Staff level review averages 3 business days review time. The ordinance allows up to 45 days for review. Staff must confirm qualification for staff level review. Unqualified staff level submittal may result in denial

For applications for HPC level review, is this application within the submittal window?  Yes  No

By local ordinance and state law, a Certificate of Appropriateness must be reviewed within 45 of submittal. A submittal deadline of 30 days before the hearing is required to allow adequate time to process the application. Therefore, the submittal window is 45 to 30 days prior to a hearing date. No further action regarding the submittal window is needed if within the submittal window.

For application for HPC level review to be submitted more than 45 prior to a hearing, complete the waiver below.

I, \_\_\_\_\_ do hereby acknowledge that I am submitting this COA application outside of the submittal window. I understand and agree that by doing so I am waiving my right to receive review and obtain action on my application within 45 days. I am requesting the acceptance of this application outside of the submittal window for my convenience.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## DESCRIPTION OF PROPOSED WORK

Describe the scope of the proposed work below or on a separate sheet of paper. Include details of the project such as materials, grading changes, etc. that are not clearly noted on the plans submitted. We **MUST** have a written description to consider the application complete.

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## SPECIFICATIONS FOR PROJECT

Complete the following for any category that applies to the proposed project. The information provided here should agree with any materials or designs specified on the plan set. Additional pages following this format may be attached as needed.

Any category left blank will indicate no change to that feature.

The Existing Conditions for a new main structure would be the most common for the adjacent or nearby structures. For accessory structure, consider the existing main structure for the existing conditions.

	Existing Conditions	Proposed Conditions
<b>Roofing:</b> <i>material, roof type, slope</i>		
<b>Exterior Siding:</b> <i>Material, reveal, finish</i>		
<b>Exterior Trim:</b> <i>Material(s) for corner boards, eaves, soffits, etc.</i>		
<b>Windows:</b> <i>material, size, light configuration, if true divided lights</i>		
<b>Doors:</b> <i>material, size, finish, include all exterior doors</i>		
<b>Foundation:</b> <i>Material, finish, porch foundation- if differs</i>		
<b>Porch Details:</b> <i>Materials, column size, baluster size and spacing, steps, etc.</i>		
<b>Shutter/Shades:</b> <i>Materials, size, finish</i>		
<b>Fencing:</b> <i>Location, height, material, finish</i>		
<b>Hardscape Materials:</b> <i>Walkways, drives, patios</i>		
<b>Signage:</b> <i>Material, placement, size, if lighted</i>		

## **SUBMITTAL CHECKLIST BY PROJECT TYPE**

Staff encourages conferring about your project to help work through any design challenges as well as ensure adequate information is submitted and review is not unnecessarily delayed. Incomplete applications will not be accepted. The following is not meant to substitute conferring with staff.

### **1. SIGNS:**

- Elevation depiction of sign identifying dimensions, overall height and clearance, materials, and lettering style
- Description of lighting, with images where appropriate
- Depiction of location on site plan and on paper copies of photographs
- Description of how sign is to be attached to building, where applicable.

### **2. REMODELING, ADDITIONS, AND ACCESSORY BUILDINGS:**

- Elevations depicting proposed changes on each affected side. Minimum scale  $\frac{1}{4}'' = 1'$  or other standard scale with clear legibility.
- Site plan indicating dimensions of the lot, existing and proposed buildings location and dimensions. Minimum scale  $1'' = 40'$  or other standard scale with clear legibility.
- Details on design and materials of doors, windows, etc. Manufacturer's data sheets may be used.
- Paper copies of photographs of each affected side and of any historic photographs referenced when requesting to return a property to a previous appearance.

### **3. MATERIAL CHANGES:**

- Written description of the area involved.
- Paper copies of photographs of the affected area and surrounding structures, when applicable.
- Manufacturer's data sheets when novel, new, or non-historic materials are proposed.
- When any change in design is involved, including dimensions, follow the remodeling requirements.
- Site plan indicating the location of the area(s) of work associated with the project.

### **4. SITE FEATURES:**

#### **A. PARKING AREAS/ PAVING:**

- Site plan indicating the layout, dimensions, and number of spaces, the location of screening, and distances from all property lines.
- Indication of screening type including design and material for walls or fences and type of vegetation for plantings.
- Indication of surface material(s).

#### **B. FENCES AND WALLS**

- Site plan indicating the location of fence or wall and relationship to buildings, including setbacks off right-of-way lines.
- Sketch or paper copies of photographs showing design, material, and height.
- Paper copies of photographs of area to be enclosed and adjacent structure(s).

## **5. DEMOLITION/ RELOCATION:**

- Paper copies of photographs of structure to be removed.
- Indication of plans for the site after removal, including addressing requirements for new construction, site features, etc. where applicable. Separate application for placement of structure if new site is within a historic district or is a landmark property.
- Information addressing the criteria from Section 8-5-6(e or f) of the Historic Preservation Ordinance with the understanding that a project that meets one or more of the criteria will not be approved. Criteria include, but are not limited to:
  - a. The structure is of such interest or quality that it would reasonably meet national, state, or local criteria for designation as a historic property.
  - b. The structure, building, object, or work of art is of such unusual or uncommon design, texture, or materials that it could not be reproduced or be reproduced only with great difficulty and expense.
  - c. Retention of the structure, building, object, or work of art would aid substantially in preserving and protecting a structure, building, object, work of art, or district which meets subsection 1 and 2 above.

## **6. NEW CONSTRUCTION**

- Elevation drawings of all sides of proposed structure indicating height of structures immediately adjacent. Minimum scale of  $\frac{1}{4}'' = 1'$  or other standard scale with clear legibility.
- Paper copies of photographs of the proposed site and adjacent properties.
- Site plan indicating building footprint and location of parking, steps, walkways, patios, trees to be removed, etc. Site plan must also indicate the setbacks and footprints of structures immediately adjacent and address any planned grading changes. Minimum scale of  $1'' = 40'$  or other standard scale with clear legibility.
- Material list for all parts of building exterior, site features, etc. Manufacturer's data sheets may be used where applicable.
- A streetscape showing the proposed structure in context with the existing adjacent structures is highly recommended.