



APPLICATION

CERTIFICATE OF APPROPRIATENESS ATHENS HISTORIC PRESERVATION COMMISSION

I/We the undersigned do hereby respectfully make application of Certificate of Appropriateness (COA) for the following plans and proposals to be undertaken within the boundaries of a Historic Overlay District, Conservation Overlay District, or a Local Landmark. I have read and understand the applicable Design Guidelines for my proposed project. I will not begin work until the COA has been approved.

1. Name of Applicant _____

Address _____ Email _____

City _____ Zip _____ Phone _____

2. Relationship to Owner: Self Lessee Contractor Architect Other
(If not self, please explain) _____

3. Name of Owner _____

Address _____ Email _____

City _____ Zip _____ Phone _____

4. Location of Property (Address and Tax Map-Group- Parcel No.): _____

5. Type of Work to be Performed Exterior Alteration or repairs
- New Construction: ___ Primary Structure; ___ Garage; ___ New Addition; ___ Other
- Demolition: ___ Whole Structure; ___ Part of Structure
- Relocation of Structure

Signature of Applicant: _____ Date: _____

*NOTE: The application, **including all additional information**, must be filed no later than 4:30 PM on the 15th of each month. The Commission meets on the first Thursday of each month at 3:30 PM in the Conference Room of the City of Athens Municipal Building. The Applicant is strongly advised to be present during the meeting.

DESCRIPTION OF WORK
INFORMATION TO BE SUBMITTED WITH YOUR APPLICATION

Attach a complete description of the following information for each category of work proposed. All information which is submitted with an application must be retained by the Athens Historic Preservation Commission at the City of Athens' Community Development Department.

1. Exterior Alteration or Repair and Guideline Demand (check items for which approval is requested)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Architectural feature | <input type="checkbox"/> Parking lot | <input type="checkbox"/> Satellite dish | <input type="checkbox"/> Security grilles |
| <input type="checkbox"/> Awning or Canopy | <input type="checkbox"/> Porch | <input type="checkbox"/> Curb Cut | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Sidewalks | <input type="checkbox"/> Door | <input type="checkbox"/> Material changes |
| <input type="checkbox"/> Siding | <input type="checkbox"/> Fence | <input type="checkbox"/> Signs | <input type="checkbox"/> Guttering |
| <input type="checkbox"/> Mechanical system unit | <input type="checkbox"/> Light Fixture | <input type="checkbox"/> Solar collectors | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Storm windows | <input type="checkbox"/> Windows | |
| <input type="checkbox"/> Masonry (cleaning, tuckpointing, or painting) | <input type="checkbox"/> Other (explain per Section 2 below) | | |

2. On an additional sheet, list and describe in detail all work to be done for each item checked. Include the following materials when appropriate:

- a. Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
- b. If application is for a fence, include site plan in addition to the information in Item 1.
- c. If material changes are proposed, please provide a description of them. The architect's specifications or brochures should suffice; however, the Commission may request samples of new materials.

3. New Construction – Describe the nature of the proposed project, include the following materials when appropriate:

- a. Site plan with measured distances.
- b. Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
- c. Samples or other description of materials to be used.
- d. Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

4. Demolition of Structure

- a. Describe the structure's condition and reason for demolition.
- b. Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

5. Relocation of Structure

- a. Explain what will be moved.
- b. If a building will be moved into a district from outside, include photographs.
- c. Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

FOR OFFICE USE ONLY:		
Date Received _____	Date Acted On _____	
Approved _____	Disapproved _____	Approved as Modified _____