



## Application for a Certificate of Appropriateness (COA)

Cedartown Historic Preservation Commission

\*Applicant \_\_\_\_\_ Telephone \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\*NOTE: If applicant is not the owner, as listed on the Property Deed, a letter from the owner authorizing the proposed work must be included along with owner's phone number and address.

### PROCEDURE

#### Requirements

Applications must be submitted by the 15th of the month and **MUST** include all required support materials ( listed on the reverse side.) Incomplete applications will **NOT** be forwarded for review.

#### Representation

The applicant or authorized representative of the applicant is required to attend the Historic Preservation Commission meeting to support the application.

#### Building Permits

A building permit will not be issued by the building inspector until a Certificate of Appropriateness is issued by the HPC.

#### Deadline For Project Completion

After approval, the COA is valid for (18) months and void if construction does not begin within six (6) months.

<i>Office Use Only</i>	
Case Number _____	
Date Received ____/____/____	
Date Revised ____/____/____	
/Resubmitted	
HPC Meeting Date ____/____/____	
HPC Decision:	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied	
<input type="checkbox"/> Denied/Incomplete	
COA Mailed to Applicant	

ORDINANCE INFORMATION

PROPERTY ADDRESS \_\_\_\_\_

DISTRICT: Downtown Commercial District  
EXISTING BUILDING USE

- RESIDENTIAL (2nd floor only)
- COMMERCIAL
- OTHER \_\_\_\_\_

BRIEF PROJECT DESCRIPTION \_\_\_\_\_

#### TYPE OF PROJECT

(check all that apply)

##### CONSTRUCTION SITE CHANGE(S)

- |  |   |
|--|---|
| <input type="checkbox"/> New building          | <input type="checkbox"/> Demolition                     |
| <input type="checkbox"/> Addition to building  | <input type="checkbox"/> Relocation of Building         |
| <input type="checkbox"/> Major rehabilitation  | <input type="checkbox"/> Fence(s), wall(s), landscaping |
| <input type="checkbox"/> Minor exterior change | <input type="checkbox"/> Other _____                    |

START DATE \_\_\_\_\_ ANTICIPATED COMPLETION \_\_\_\_\_

CONTRACTOR/CONSULTANT/ARCHITECT \_\_\_\_\_

**All applicants, please review the appropriate sections of the "Cedartown Guidelines" to ensure your project will satisfy Cedartown's historic preservation ordinances.**

#### Precedence of Decisions

Each application will be considered on its own merit with reference to the *Secretary of Interior's Standards* and the Commission's published guidelines. While the Preservation Commission may consider past actions when making decisions on an Application for a Certificate of Appropriateness, it is not held by those decisions when considering new applications that may appear similar in character.

