



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 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.

Office Use Only

Case Number _____
 Date Received ____/____/____
 Date Revised ____/____/____
 Resubmitted _____
 HPC Meeting Date ____/____/____

HPC Decision

- Approved
- Denied
- Denied/ Incomplete

COA Mailed to Applicant

PROJECT 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 "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.

