



Application for a Certificate of Appropriateness (COA)

to the Historic Preservation Commission (HPC)
for a proposed change to a locally designated property

PLEASE NOTE:

Application Requirements:

All applications must be complete and include required support materials (listed on the reverse side of this application form). Incomplete applications will not be forwarded for to the HPC for review.

Application Deadline:

Applications and support materials must be submitted fifteen (15) days prior to the regular HPC meeting, usually the second Tuesday of each month. Applications must be submitted at City Hall.

Application Representation:

The applicant or an authorized representative of the applicant must attend the public hearing to support the application.

Building Permit Requirements:

In addition to a COA application, building permits must be acquired from the Building & Inspection Department. Building permits will not be issued without proof of a COA.

Deadline for Project Completion:

After application approval, the COA is valid for 12 months and null and void if construction does not begin within 6 months.

Office Use Only

received: _____
 fee paid: _____
 determined complete: _____
 approved administratively _____
 (must have signatures below)

 staff/date

 commissioner/date

PROPERTY

PROPERTY ADDRESS: _____

PROPERTY OWNER*: _____

*NOTE: If applicant is not the owner, a letter from the owner authorizing the proposed work must be included. Please include owner's telephone number and mailing address.

APPLICANT

APPLICANT: _____

" _____

TELEPHONE: _____

MAILING ADDRESS: _____

EMAIL: _____

BE SURE TO COMPLETE THE BACK OF THE FORM AS WELL!

TYPE OF PROJECT (CHECK ALL WHICH APPLY):

Construction

- New building
- Addition to building
- Major building restoration, rehabilitation, or remodeling
- Minor exterior change

Site Changes

- Parking area(s), driveway(s), or walkway(s)
- Fence(s), wall(s), or landscaping
- Mechanical system(s) or non-temporary structure(s)
- Sign(s)
- Demolition or relocation of building(s)

CONTRACTORS/CONSULTANTS: _____

PROJECT

AUTHORIZATION

In consideration for the City of Madison's review of this application, the applicant hereby agrees to hereby indemnify and hold harmless the City and 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 thereunder.

SIGNATURE: _____ DATE: _____



The *Design Criteria* information packet contains succinct guidelines for the most commonly proposed changes. These guidelines are used by the Historic Preservation Commission as the design criteria when reviewing applications for Certificates of Appropriateness. The packet also includes sample applications and support materials. The *Design Criteria* packet is available at City Hall or on-line at www.madisonga.com.



The *Madison Historic Preservation Manual* is an illustrated handbook which offers a basic understanding of Madison's enduring qualities and provides suggestions for the protection and maintenance of its historic properties. Although out of print, copies of this National Trust for Historic Preservation Award winning document are on reserve for public use at City Hall and the Morgan County Library. They are also available on CD-ROM or on-line at www.madisonga.com.

APPLICATION CHECKLIST

A complete application requires support materials. The following materials are **required** for a complete application. Incomplete applications may be removed from the HPC's agenda. Digital photographs and PDFs of plans/elevations may be emailed to kkocher@madisonga.com.

New Buildings and New Additions

- site plan
- architectural elevations
- floor plan
- landscape plan (vegetation not required)
- description of materials
- photographs of proposed site and adjoining properties

Major Restoration, Rehabilitation, or Remodeling

- architectural elevations or sketches
- description of proposed changes
- description of materials
- photographs of existing building
- documentation of earlier historic appearance (restoration only)

Minor exterior changes

- description of proposed changes
- description of materials
- photographs of existing building

Site changes - parking areas, drives and walks

- site plan or sketch of site
- description of materials
- photographs of site

Site changes - fences, walls and systems

- site plan or sketch of site
- architectural elevations or sketches
- description of materials
- photographs of site

Site changes - signs

- approved sign application
- site plan or sketch of site
- description of materials and illumination

Describe the proposed project (attach additional sheets as necessary). The description should include proposed materials.

Please divide the description if the proposed scope of work will involve more than one type of project.

(example: 1) addition of storage and 2) installation of sign.

Applications should be submitted to the City of Madison, 132 N. Main Street, P.O. Box 32, Madison, Georgia, 30650. Please contact (706) 342-1251 ext.207 for information.