

Application Requirements

All Applications must be complete and include required support materials listed on the reverse side of this form. Incomplete applications will <u>not</u> be reviewed for administrative approval.

Submission of Application

Applications may be submitted to the Commission Administrator of the Valdosta Historic Preservation Commission during regular business hours. The Special Projects/Historic Preservation Planner within the Planning and Zoning Division fulfills the role of Commission Administrator, whose office is located in the City Hall Annex Building at 300 N. Lee Street in downtown Valdosta.

Review of Application

The Commission Administrator may not be available to review the application immediately upon submission but a reasonable effort will be made to complete the review process <u>within</u> <u>three (3) business days</u> of receiving the application. However, the Commission Administrator is not required by law to review the application, and may submit any application for Administrative Review and Approval to the Valdosta Historic Preservation Commission as an application for a Certificate of Appropriateness.

Denial of Application

If the project is not compatible with the adopted design guidelines or constitutes a material change requiring a Certificate of Appropriateness, the application will be denied and a building permit shall not be issued for the project. If an application is denied, upon applicant's request, such application will be submitted to the Valdosta Historic Preservation Commission for review. Applicant must request the application be submitted to the Valdosta Historic Preservation Commission within ten (10) days of the application being denied.

STAFF REVIEW

□ Approved □ Denied

Application for Administrative Review and Approval VALDOSTA HISTORIC PRESERVATION COMMISSION

*Applicant

*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.

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Email Address

Mailing Address

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	Р	Propert	Y Address				
	R	Map/Pa	RCEL#	SUBAREA :		П 🗆	
	O J E C	NATIONAL REGISTER DISTRICT:		BROOKWOOD NORTH Fairview Southside Not Applicable; Loca	EAST END North Patterson Valdosta Commercial L Historic District Only		MMERCIAL
	T	Existing Land Use:		RESIDENTIAL OTHER			
	 NF MAINTENANCE — no change in exterior design or material, sustain existing form ROOF — no significant alterations; replacement material must be similar to existing LANDSCAPING — no significant affect on the historic character of the district DECK — not visible from the street and no alteration of existing building AWNING — must comply with applicable provisions of district design guidelines ACCESSORY STRUCTURE — non-historic, backyard only, under 20' x 20' FENCE — may not exceed 4 feet in front yard and 8 feet in side and/or rear yards DRIVEWAY — repaving existing driveway; placed to the side or rear of building HANDICAP RAMP — placed on the side or rear of building only ESTIMATED START DATE ANTICIPATED COMPLETION 						
Administrative Approval Administrative Approval is for only those elements of the project included in this application as described in the application. Any additional work performed or modification of the described project must be approved by staff of the Valdosta Historic Preservation Commission prior to work being performed. Approval expires if work is not completed within twelve (12) months of issuance.							
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Commission Administrator	FOR STAFF USE ONLY				
	Application # H	РС	Date Receiv	ed:	
Date	Property is:	Contributing	Noncontributing	Vacant	

APPLICATION CHECKLIST	Project Description
The following list includes the support material <i>necessary</i> for review of a particular project:	Include supporting materials and attach addition proposed scope of work will involve more than divide the description. (<i>example: 1. addition to construction of a deck.</i>)
MAINTENANCE	
Description of proposed changes	
Description of construction materials	
Photograph(s) of existing building	
ROOF	
Description of proposed changes	
 Description of existing and proposed construction materials 	
LANDSCAPING	
Site plan or sketch of site	
 Description of construction materials 	
Photograph(s) of site	
DECK/ACCESSORY STRUCTURE/HANDICAP RAMP	
Description of proposed deck/acc. structure/ramp	
Architectural elevations or sketches	
Design specifications	
Description of construction materials	·
Photograph(s) of existing building	
AWNING	
Description of proposed awning	
Architectural elevations or sketches	
Design specifications	
Description of construction materials	
Photograph(s) of existing building	
FENCE	
Site plan or sketch of site	
Design specifications	
Description of construction materials	ADDITIONAL REGULAT
Photograph of site	Administrative Approval is not a
	verification form. It does not relieve
DRIVEWAY Site plan or sketch of site	and obtaining a building permit or
 Description of proposed changes and material to be used 	following all other applicable codes
 Description of proposed changes Description of proposed changes 	of Valdosta, Lowndes County, and S
 Photographs of site 	
	AUTHORIZA
NOTE: A complete application requires support material. Only complete	-
applications will be reviewed for Administrative Approval. Applications must be signed by the property owner.	application for a proposed change
	Valdosta Local Historic District, th
	THE ACCESS. FOR INSPECTION DURDOSES TO

Questions may be directed to Jeff Brammer, Special Projects/Historic Preservation Planner, at:

Email: jbrammer@valdostacity.com Phone: (229) 259-3563 | Fax: (229) 259-5450 P.O. Box 1125 | 300 N. Lee Street Valdosta, GA 31603-1125

tional sheets if needed. If the an one type of project, please to the rear; 2. a new roof; and 3.

TIONS MAY APPLY

a building permit or zoning ve the responsibility of filing for r zoning verification form and s and requirements of the City State of Georgia.

ATION

of Valdosta's review of this ge to a property within the he applicant agrees to allow access, for inspection purposes, to the City of Valdosta and its agents and employees, during the review process, at the time work is performed and upon completion of the project.

Signature:

Date: ____