



# Application for Administrative Review and Approval

## VALDOSTA HISTORIC PRESERVATION COMMISSION

**Application Requirements**

All Applications must be complete and include required support materials listed on the reverse side of this form. Incomplete applications will not 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 within three (3) business days 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.

\*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.

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

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

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

MAP/PARCEL # \_\_\_\_\_ SUBAREA : I  II  III

NATIONAL REGISTER DISTRICT:     BROOKWOOD NORTH     EAST END  
     FAIRVIEW      NORTH PATTERSON  
     SOUTHSIDE      VALDOSTA COMMERCIAL  
     NOT APPLICABLE; LOCAL HISTORIC DISTRICT ONLY

EXISTING LAND USE:      RESIDENTIAL      COMMERCIAL  
     OTHER \_\_\_\_\_

TYPE OF PROJECT  
(check all that apply)

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 \_\_\_\_\_

**STAFF REVIEW**

Approved  
 Denied

\_\_\_\_\_  
Commission Administrator

\_\_\_\_\_  
Date

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.

**FOR STAFF USE ONLY**

Application # HPC- \_\_\_\_\_ Date Received: \_\_\_\_\_

Property is:            Contributing     Noncontributing     Vacant

