



# Application for Certificate of Appropriateness (COA)

## VALDOSTA HISTORIC PRESERVATION COMMISSION

### 2026

#### PROCEDURE

##### 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 by the Valdosta Historic Preservation Commission.**

##### Application Deadline

Applications are due by 5:00 p.m. on the 15th day of the month. When the 15th falls on a weekend or holiday, applications are due the next business day. Complete Applications submitted by the deadline will be heard before the Valdosta Historic Preservation Commission at the following month's Commission meeting. For example, an Application submitted on March 15th will be heard at the April Commission meeting.

##### Application Submission

Return one copy of this completed application and all supporting documents (see page 2 of this application), and the non-refundable fee payment to:

City of Valdosta Planning Department  
City Hall Annex  
300 N. Lee Street, P.O. Box 1125  
Valdosta, GA 31603-1125

##### Application Hearing

Complete Applications will be reviewed and decided by the Valdosta Historic Preservation Commission (HPC) at their regular meeting held every 1st Monday of the month at 5:30 p.m. in the City Hall Annex Building.

##### Application Representation

The applicant or authorized representative 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 Development Services Division. **Building permits shall not be issued without proof of a COA.**

##### Deadline for Project Completion

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

Applicant \_\_\_\_\_

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

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

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

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

TAX PARCEL ID # \_\_\_\_\_

NATIONAL REGISTER DISTRICT:  BROOKWOOD NORTH     EAST END  
 FAIRVIEW     NORTH PATTERSON  
 SOUTHSIDE     VALDOSTA COMMERCIAL  
 N/A (LOCAL DISTRICT ONLY)

EXISTING LAND USE

RESIDENTIAL  
 COMMERCIAL  
 OTHER \_\_\_\_\_

TYPE OF PROJECT  
(check all that apply)

New Building     Demolition  
 Addition to Building     Relocation of Building(s)  
 Major Rebuilding, Restoration, Rehabilitation or Remodeling     Fence(s), Wall(s), Landscaping  
 Minor Exterior Alteration     Other \_\_\_\_\_

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

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

#### FOR STAFF USE ONLY

Application # HPC-2026- \_\_\_\_\_

Date Received \_\_\_\_\_

HPC Meeting Date \_\_\_\_\_

Contributing Status \_\_\_\_\_

SubArea:        I            II            III

Sign Posted Date \_\_\_\_\_

**APPLICATION FEE: \$ 75.00**  
(non-refundable)

Payment: \_\_\_\_\_



**CERTIFICATION AND AUTHORIZATION**

I hereby certify that I understand this application will not be accepted until all requested information has been supplied. I also understand that this application will require a site visit and may require additional research by staff. I understand that this application will require a public hearing by the Valdosta Historic Preservation Commission. Either myself or my authorized representative will be in attendance at this hearing.

In consideration for the City of Valdosta’s review of this application for a proposed change to a property within the Valdosta Local Historic District, the applicant and owner agree to allow site access to the staff of the City of Valdosta for inspection purposes, during the review process, during the time that work is performed, and upon completion of the project.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Property Owner  
(if different from Applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Precedence of Decisions**

Each application will be considered on its own merit with reference to the Secretary of the Interior’s Standards and the Valdosta Historic Preservation Commission’s published design guidelines. While the 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.

**FOR STAFF USE ONLY**

**Approved**

**Approved with Conditions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Denied**

**COA Expiration Date:** \_\_\_\_\_

**\*\*\*BUILDING/SIGN PERMITS MAY NOT BE ISSUED WITHOUT THE SIGNATURES BELOW\*\*\***

\_\_\_\_\_  
Special Projects/Historic Preservation Planner

\_\_\_\_\_  
Date