



# Application for Certificate of Appropriateness (COA) VALDOSTA HISTORIC PRESERVATION COMMISSION

## 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) to:

City of Valdosta Planning & Zoning Division  
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 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 \_\_\_\_\_

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

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

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.

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

MAP/PARCEL ID# \_\_\_\_\_

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)

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 \_\_\_\_\_

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### FOR STAFF USE ONLY

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

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

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

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

SubArea:    I    II    III

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

APPLICATION FEE: \$45.00

Fee Received: \_\_\_\_\_

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

**APPLICATION CHECKLIST**

The following list includes the supporting documents necessary for review of a particular project. Only one (1) copy of each supporting document is necessary:

**New Buildings and New Additions**

- site plan (preferably with landscaping shown)
- architectural elevations
- floor plan
- photographs of proposed site and adjoining properties

**Major Rebuild, Rehabilitation, Restoration or Remodel**

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

**Minor Exterior Alterations**

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

**Site Changes—parking areas, drives and walks**

- site plan or sketch of site
- description of construction materials
- photographs of site
- existing buildings and adjacent buildings

**Site Changes—fences, walls and systems**

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

**Site Changes—signs**

- specifications
- description of construction materials and illumination

**Relocation**

- timeframe estimate
- relocation cost estimate
- location to which building will be moved
- photographs of all sides of building and property

**Demolition**

- timeframe estimate (for demolition and redevelopment)
- demolition cost estimate
- new construction or redevelopment plans
- photographs of all sides of building and property
- other redevelopment plans

**NOTE:** A complete application requires supporting documents. Only *complete* applications will be reviewed for Administrative Approval. Questions may be directed to **Jeff Brammer**, Historic Preservation & Special Projects 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

**Project Description**

Include supporting documents and attach additional sheets if needed. If the proposed scope of work will involve more than one type of project, please divide the description. (example: 1. addition to the rear; 2. a new roof; and 3. construction of a deck.)

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**Description of Construction Materials:**

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**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

\_\_\_\_\_  
Historic Preservation Commission Chair

\_\_\_\_\_  
Date