



Application for Administrative Review Application

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 _____

P R O J E C T I N F O R M A T I O N	PROPERTY ADDRESS _____
	MAP/PARCEL # _____ SUBAREA (CIRCLE ONE): I II III
	NATIONAL REGISTER DISTRICT: <input type="checkbox"/> BROOKWOOD NORTH <input type="checkbox"/> EAST END <input type="checkbox"/> FAIRVIEW <input type="checkbox"/> NORTH PATTERSON <input type="checkbox"/> SOUTHSIDE <input type="checkbox"/> VALDOSTA COMMERCIAL
	EXISTING LAND USE: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> OTHER _____
	<u>TYPE OF PROJECT</u> (check all that apply)
	<input type="checkbox"/> MAINTENANCE— no change in exterior design or material, sustain existing form <input type="checkbox"/> ROOF— no significant alterations; replacement material must be similar to existing <input type="checkbox"/> LANDSCAPING— no significant affect on the historic character of the district <input type="checkbox"/> DECK— not visible from the street and no alteration of existing building <input type="checkbox"/> AWNING— must comply with applicable provisions of district design guidelines <input type="checkbox"/> ACCESSORY STRUCTURE— non-historic, backyard only, under 20' x 20' <input type="checkbox"/> FENCE— may not exceed 4 feet in front yard and 8 feet in side and/or rear yards <input type="checkbox"/> DRIVEWAY — repaving existing driveway; placed to the side or rear of building <input type="checkbox"/> HANDICAP RAMP — placed on the side or rear of building only
	ESTIMATED START DATE _____ ANTICIPATED COMPLETION _____
	ARCHITECT/CONTRACTOR _____

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

