



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 _____

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PROPERTY ADDRESS _____

MAP/PARCEL # _____ SUBAREA (CIRCLE ONE): I II III

NATIONAL REGISTER DISTRICT: ☐ BROOKWOOD NORTH ☐ EAST END
 ☐ FAIRVIEW ☐ NORTH PATTERSON
 ☐ SOUTHSIDE ☐ VALDOSTA COMMERCIAL

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 _____

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

APPLICATION CHECKLIST

The following list includes the support material **necessary** for review of a particular project:

MAINTENANCE

- ☐ Description of proposed changes
- ☐ Description of construction materials
- ☐ Architectural elevations (if any changes to exterior design are proposed)
- ☐ Photographs 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
- ☐ Photographs of site

DECK/ACCESSORY STRUCTURE/HANDICAP RAMP

- ☐ Description of proposed changes
- ☐ Architectural elevations or sketches
- ☐ Design specifications
- ☐ Description of construction materials
- ☐ Photographs of existing building

AWNING

- ☐ Description of proposed changes
- ☐ Architectural elevations or sketches
- ☐ Design specifications
- ☐ Description of construction materials
- ☐ Photographs of existing building

FENCE

- ☐ Architectural elevations or sketches
- ☐ Design specifications
- ☐ Description of construction materials
- ☐ Photographs of site

DRIVEWAY

- ☐ Site plan or sketch of site
- ☐ Description of proposed changes and material to be used
- ☐ Description of proposed changes
- ☐ Photographs of site

NOTE: A complete application requires support material. Only *complete* applications will be reviewed for Administrative Approval. Applications must be signed by the property owner.

Questions may be directed to Emily Foster, Special Projects/Historic Preservation Planner at:

Email: efoster@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 materials 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.*)

ADDITIONAL REGULATIONS MAY APPLY

Administrative Approval is not a building permit or zoning verification form. It does not relieve the responsibility of filing for and obtaining a building permit or zoning verification form and following all other applicable codes, ordinances, and variances of the City of Valdosta and Lowndes County, Georgia.

AUTHORIZATION

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 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: _____