



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 James Horton, Historic Preservation & Special Projects Planner at:

Email: jhorton@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.)

Description of Construction Materials:

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.

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 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.

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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