

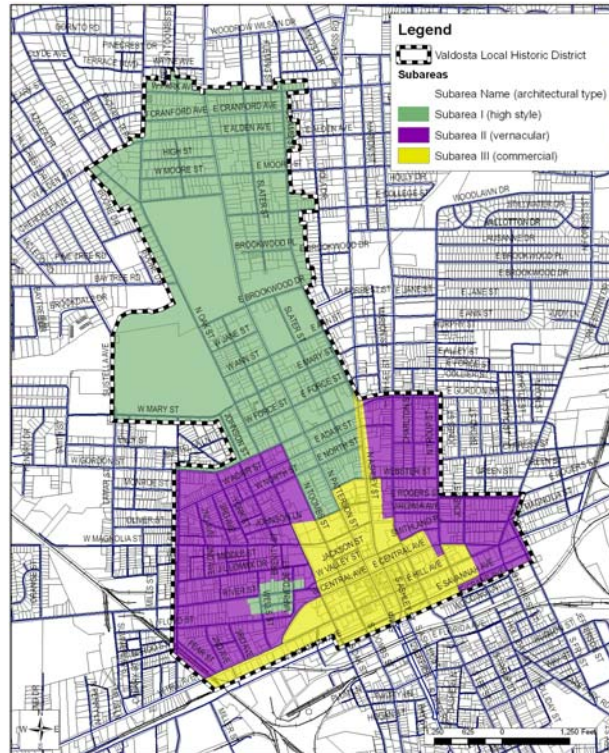
## WHAT IS THE DESIGN REVIEW PROCESS?

In order to make any material changes to the exterior of a building located within the Valdosta Historic District, or to relocate or demolish a building within the Valdosta Historic District, property owners must receive approval from either the Historic Preservation Commission (“HPC”) or the Commission Administrator, depending on the complexity of the proposed material change.

Generally speaking, a Certificate of Appropriateness (“COA”) needs to be obtained from the Historic Preservation Commission for major building alterations, additions, relocation, or demolition. Minor building alterations, such as the building of an accessory building, repaving a driveway, or routine repairs, require only an Administrative Review and Approval (“ARA”) application approved by the Commission Administrator.

## QUESTIONS?

Contact Emily Foster, Special Projects/  
Historic Preservation Planner  
(229) 259-3563  
[efoster@valdostacity.com](mailto:efoster@valdostacity.com)



VALDOSTA HISTORIC DISTRICT

**VALDOSTA**  
A City Without Limits

VALDOSTA HISTORIC  
PRESERVATION COMMISSION



VALDOSTA HISTORIC DISTRICT

## DESIGN REVIEW PROCESS

**City of Valdosta**  
**Community Development Department**  
**Planning and Zoning Division**

300 N. Lee Street  
Post Office Box 1125  
Valdosta, Georgia 31603-1125  
Phone: 229.259.3563  
Fax: 229.259.5450  
[www.valdostacity.com](http://www.valdostacity.com)



## Certificate of Appropriateness

- Major Rebuilding, Restoration, Rehabilitation, or Remodeling
- Addition to a Building
- Any Exterior Building Alterations
- Relocation of a Building
- Demolition of a Building

**Step One:** If your project requires a COA, obtain a COA Application from the Planning and Zoning Office at the City Hall Annex, or download one from the City's web site at [www.valdostacity.com/planning](http://www.valdostacity.com/planning).

**Step Two:** Review the Valdosta Historic District Design Guidelines and make sure that your project's design complies with those guiding principles. If you have any questions, call the Planning and Zoning Office at (229) 259-3563.

**Step Three:** Complete the COA Application. If you have any questions, call the Planning and Zoning Office at (229) 259-3563.

**Step Four:** Prepare supporting materials for your project (see Supporting Documents listed on Page 2 of the COA Application).

**Step Five:** Submit the completed COA Application and the supporting materials to the Planning and Zoning Office by the 15<sup>th</sup> of the month in order to be heard at the following month's HPC meeting.

**Step Six:** Attend the HPC meeting, held on the first Monday of every month, in order to answer any questions that the Commissioners may have regarding the project. The project will be approved or denied at this meeting. If denied, the Commission Administrator can inform you of what steps to take next.

**Step Seven:** After the COA Application is approved, obtain a Building Permit from the City of Valdosta Development Services Office before beginning your project.

**Finished:** You may begin your project!

## Administrative Review and Approval

- Maintenance/Repairs
- Replacing a Roof
- Landscaping
- Constructing a Deck
- Awning Installation
- Accessory Structures
- Fence Installation
- Repaving a Driveway
- Handicap Ramps

**Step One:** If your project requires a ARA, obtain an ARA Application from the Planning and Zoning Office at the City Hall Annex, or download one from the City's web site at [www.valdostacity.com/planning](http://www.valdostacity.com/planning).

**Step Two:** Review the Valdosta Historic District Design Guidelines and make sure that your project's design complies with those guiding principles. If you have any questions, call the Planning and Zoning Office at (229) 259-3563.

**Step Three:** Complete the ARA Application. If you have any questions, call the Planning and Zoning Office at (229) 259-3563.

**Step Four:** Prepare supporting materials for your project (see Supporting Documents listed on Page 2 of the ARA Application).

**Step Five:** Submit the completed ARA Application and the supporting materials to the Planning and Zoning Office. The Special Projects/Historic Preservation Planner will review the application and either approve or deny the project within 3 business days. If denied, the Commission Administrator can inform you of what steps to take next.

**Step Six:** After the ARA Application is approved, you may apply for a Building Permit from the City of Valdosta Development Services Division, if your project requires it, in order to begin your project.

**Finished:** You may begin your project!