



Certificate of Appropriateness (COA) Application

Application Fee: \$10.00 / Routine Maintenance does not require an application fee.

Permit Number: _____ Date Received: _____
 Meeting Date: _____ Date Complete: _____
 HPC Action Taken: _____ Date Processed: _____

PROPERTY ADDRESS (address at which the work is to be performed)

Property Address: _____

APPLICANT CONTACT INFORMATION

Applicant Name: _____ Phone Number: _____
 Mailing Address: _____
 Fax Number: () _____ Email Address: _____

PROPERTY OWNER'S INFORMATION (if different from applicant information above)

Property Owner's Name: _____
 Address: _____ Phone Number: _____

PROJECT DESCRIPTION

- Routine Maintenance or Repair** *Routine maintenance does not involve a change in materials or in appearance. A COA is not required, but the HPC requests that an application be submitted to be kept on file to ensure that work performed is per the application. If the project makes a change in materials or appearance, then a COA is required.* Routine maintenance includes but is not limited to the following:
 - Re-roofing (shingles)
 - Wood repair (only a portion of siding, porch, fence, etc.)
 - Windows (repair)
 - Doors (repair)
 - Other _____
- Exterior Changes** (visible changes to exterior of existing structure), include but are not limited to the following:
 - Window(s)
 - Door(s)
 - Porch
 - Lighting
 - Awning
 - Other _____
- Construction**, includes but is not limited to the following:
 - New Building
 - Additions
 - Accessory Building
 - Other _____
 - Major building restoration, rehabilitation, or remodeling
- Site Changes**, include but are not limited to the following:
 - Fence/Wall
 - Pool
 - Mechanical system
 - Walkway/Sidewalk/Driveway
 - Other _____
- Demolition or Relocation**, include but are not limited to the following:
 - Primary Building
 - Accessory Building
 - Site Feature
 - Trees/Vegetation
 - Other _____
- Other** _____

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PROCEDURES FOR APPLYING

Application Requirements:

All applications must be complete and must include all required materials listed on the previous page to be considered for review. All materials should be in an 8½" x 11" format in addition to any large-scale format needed for detail. **Incomplete applications WILL NOT be reviewed by the Historic Preservation Commission.**

Application Deadline:

Applications are to be submitted to Stone Mountain City Hall by 12:00 noon, fourteen (14) days prior to the regular scheduled HPC meeting to be placed on that month's agenda. Should this day of the month fall on a weekend or holiday, applications are due the next business day by 12:00 noon. The HPC meets on the second Wednesday of each month at 6:30 p.m. at Stone Mountain City Hall, unless otherwise posted outside City Hall.

Application Representation:

The **applicant** or an **authorized representative** for the applicant shall be present at the public meeting to support the application. If neither is in attendance, the result will be the **denial** of the application.

Building Permit Requirements:

All building permits must be acquired from the governing authority prior to any work commencing. Building permits will not be issued without proof of an approved COA. Work must comply with all applicable codes.

Deadline for Project Completion:

A COA shall become void unless construction (foundation and framing) is commenced within **twelve (12) months** from the date of issuance. A COA is issued for a period of **eighteen (18) months** only and is not renewable.

Required Submittals:

Applicants are required to submit **seven (7) copies** of the signed application and all supporting materials.

DESIGN GUIDELINES

Copies of the *Stone Mountain Design Guidelines for Historic Preservation* are available at City Hall for a minimal fee. The HPC uses the United States Secretary of the Interior's Standards for Preservation, Rehabilitation, Restoration, and Reconstruction, and the *Design Guidelines* to guide all decisions. Past actions of the HPC may be considered in review of a COA, but the HPC is not bound to confer the same resolution on a similar application.

IMPORTANT NOTES

Pending Approvals:

Are there any approvals pending by any other regulatory or administrative authority, which may have a bearing on the modifications or improvements which are the subject of this application? If so, specify: _____

Penalties:

Failure to apply for a certificate of appropriateness shall warrant the applicant to be fined in the same manner as provided in Section 1-11 (Code 1976, § 1-1012 of the City of Stone Mountain).

Modifications or Amendments:

If modifications or amendments become necessary, such changes must be presented to and approved by the HPC prior to beginning work on any aspect of said modification or amendment.

AUTHORIZATIONS

I HEREBY CERTIFY that I am the owner(s) of the property or that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his/her authorized agent.

Signature of Owner(s)

Date

Signature of Applicant

Date

Signature of Authorized Agent

Date

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***** APPLICANT KEEPS THIS PAGE*****

PROCEDURES FOR APPLYING

Application Requirements:

All applications must be complete and must include all required materials listed on page two (2) of the application form to be considered for review. Applicants are required to submit seven (7) copies of the signed application and supporting materials to be reviewed. All materials should be in an 8½” x 11” format in addition to any large-scale format needed for detail. **Incomplete applications WILL NOT be reviewed by the Historic Preservation Commission.**

Pending Approvals:

If approvals are pending by other regulatory or administrative authorities, which may have a bearing on the modifications or improvements which are the subject of this application, please notify the HPC upon submittal of the COA application.

Application Deadline:

Applications are to be submitted to Stone Mountain City Hall by 12:00 noon, fourteen (14) days prior to the regular scheduled HPC meeting to be placed on that month’s agenda. Should this day of the month fall on a weekend or holiday, applications are due the next business day by 12:00 noon. The HPC meets on the second Wednesday of each month at 6:30 p.m. at Stone Mountain City Hall, unless otherwise posted outside City Hall.

Application Representation:

The **applicant** or an **authorized representative** for the applicant shall be present at the public meeting to support the application. If neither is in attendance to answer any questions which may arise concerning the COA application, the result will be the **denial** of the application.

Building Permit Requirements:

All building permits must be acquired from the governing authority prior to any work commencing. Building permits will not be issued without proof of an approved COA. Work must comply with all applicable state and local codes.

Modifications or Amendments:

If modifications or amendments become necessary, such changes must be presented to and approved by the HPC prior to beginning work on any aspect of said modification or amendment.

Deadline for Project Completion:

A COA shall become void unless construction (foundation and framing) is commenced within **twelve (12) months** from the date of issuance. A COA is issued for a period of **eighteen (18) months** only and is not renewable.

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