



Application for a Certificate of Appropriateness (COA)

to the City of Waynesboro Historic Preservation Commission for
a proposed change to a property within a local historic district.

(rev. 01/2009)

PROPERTY INFORMATION

Property Address: _____

Property Owner's Name: _____ Email Address: _____

Primary Telephone: _____ Mobile Telephone: _____

Mailing Address: _____ street _____ city _____ state _____ zip code _____

APPLICANT INFORMATION

PLEASE NOTE: If you are applying for a COA and are **not** the property owner you must obtain the signed statements **on page 2 of this application** from the property owner stating that they have given you express permission to apply for a COA on their behalf.

Applicant's Name: _____ Email Address: _____

Primary Telephone: _____ Mobile Telephone: _____

Mailing Address: _____ street _____ city _____ state _____ zip code _____

PROJECT INFORMATION BE SURE TO COMPLETE BOTH PAGES OF THIS APPLICATION

Type of project (check all that apply):

Construction

- Major building restoration, rehabilitation, or remodeling Addition to building
 New building New roof Roof repair Minor exterior change

Site changes

- Sign(s) Fence(s) or wall(s) Mechanical system(s)
 Parking area(s) Driveway(s) / walkway(s) Landscaping / Tree removal
 Permanent feature(s): (e.g. satellite dishes, pools, lighting, arbors, gazebos, etc.)

Demolition

- Primary building Outbuilding

Relocation

- Primary building Outbuilding

DEADLINE, REPRESENTATION & REQUIREMENTS

APPLICATION REQUIREMENTS:

Applications **must** include supporting materials listed on page 2 (reverse) to be considered complete. **Incomplete applications will not be reviewed.**

APPLICATION DEADLINE: To expedite your application, it is due to the HPC Staff Coordinator 20 days prior to a regular HPC meeting. The HPC meets the third Tuesday of each month at City Hall in the Brantley Council Room at 7pm. (628 Myrick Street.)

Applications may be submitted to the attention of the HPC Staff Coordinator by one of the following delivery methods:
• Hand-delivered to HPC staff at the Waynesboro Fire Dept. (706 Liberty St.)
• Faxed to (706) 554-8009 • Emailed to astein@waynesboroga.com

APPLICATION REPRESENTATION:

Applicants (or a representative) **must attend HPC meeting when application is reviewed** in order to answer questions which may arise; and if unanswered could result in denial of the application.

FOR OFFICE USE ONLY

Date received:

Time received:

Received by:

Docket number:

Residential Commercial

Staff-Approved? Yes No

HPC Review date:

IMPORTANT NOTE

Work must be completed as presented and approved

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

REQUIRED MATERIALS

The following materials are required for a complete application. Incomplete applications will not be reviewed.

Photographs will be taken by HPC staff at the applicant's request (see below).

New construction and additions:

- description of project
- site plan
- architectural elevations and sketches
- floor plan
- description of materials
- photographs of proposed site

Major restoration, rehabilitation, or remodeling:

- architectural elevations and sketches
- description of project
- description of materials
- photographs of existing building

Minor exterior changes and roof work:

- description of project
- description of materials
- photographs of site

Site Changes:

(parking areas, driveways, walkways, fences, walls, lighting, mechanical systems, landscaping, tree removal, and other permanent site features)

- site plan or sketch of site
- architectural elevations or sketches
- description of materials
- photographs of site

Demolition and relocation:

- site plan or sketch of site
- description of materials
- photographs of site

Signage:

- architectural elevations and sketches
- site plan or sketch of site
- description of materials, dimensions, location, and illumination

DESIGN GUIDELINES

The HPC uses the *Secretary of the Interior's Standards* and the *Waynesboro Design Guidelines* to make informed decisions. Electronic and hard copies of the *Design Guidelines* are available free of charge at the Waynesboro Fire Department.

PROJECT AND MATERIALS DESCRIPTION

Provide a description of your project and your materials. *Please attach additional paperwork, photographs, and samples as necessary.*

PROPERTY OWNER APPROVAL AND PERMISSIONS

I grant permission to the applicant listed to apply for a Certificate of Appropriateness (COA) on my behalf; and acknowledge that they must provide all necessary items for the COA review on my behalf.

Property owner's signature: _____

Date: _____

Applicant's signature as representative: _____

Date: _____

As part of this application, I hereby grant access to the City of Waynesboro Historic Preservation Commission staff to my property (exterior only) to examine the work site, take photographs and to place notice signage.

Property owner's signature: _____

Date: _____