

Appendix V: Application for Certificate of Appropriateness

Douglasville Historic Preservations Commission

Application for a Certificate of Appropriateness (COA)

In accordance with the Historic Preservation Commission Ordinance of the City of Douglasville, no major material change in the appearance of a property designated as historic by the City Council, or of a historic, non-historic, or intrusive building, structure, site or objective within a designated historic district, shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the Commission. A building permit shall not be issued without a Certificate of Appropriateness approved by the Commission. All submissions shall be made through the Community and Development Services Department at 6695 Church Street., Douglasville, GA 30134; phone 678-449-3054; FAX 678-449-3055.

Date: _____, 201_____

The undersigned respectfully requests a Certificate of Appropriateness for the property at:

Current use(s) of the property: _____

Proposed use of the property: _____

Existing Structure(s): _____

Property Size (acres or square feet): _____

Work Project Information (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Demolition or Relocation |
| <input type="checkbox"/> Addition to the building | <input type="checkbox"/> Other |
| <input type="checkbox"/> Rebuilding, Restoration, or Rehabilitation | |

The above described property is owned by the following:

Name _____

Name _____

Address _____

Address _____

Phone _____

Phone _____

Fax _____ Email _____

Fax _____ Email _____

Applicant (s) (if separate from owner):

Name _____

Name _____

Address _____

Address _____

Phone _____

Phone _____

Fax _____ Email _____

Fax _____ Email _____

I _____, hereby attest the above information is true and correct.

Owner's Signature

Sworn and subscribed before me
this _____ Day of _____, 201__.

Notary Public

Staff Use Only	
Fees (basic) _____	Submittal Date _____
Other _____	
Total _____	Hearing Date _____
Receipt # _____	Staff _____
Check # _____	

Supporting documents required for submittal

- Photographs of the current appearance of the property**
- Documentation of earlier historic appearance (if possible)**
- Description or samples of material**
- Concept Plan**
- Copy of the property Deed**

Fee Schedule

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Minor Change or Ordinary Maintenance	No Fee
Certificate of Appropriateness (Major Change)	\$100.00
Amendment to Certificate of Appropriateness	\$50.00

APPLICATION FOR AFTER THE FACT CERTIFICATE OF APPROPRIATENESS \$500.00

This application fee refers to any applicant who has begun work prior to receiving a Certificate of Appropriateness from the City of Douglasville.