



Application for Certificate of Appropriateness (COA)

DOUGLAS HISTORIC PRESERVATION COMMISSION

PROCEDURE

Application Requirements

All Applications must be complete and include required support materials listed on this form. **Incomplete applications will not be reviewed by the Douglas 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 Douglas Historic Preservation Commission in the same month's Commission meeting. Should an application be submitted after the 15th, that application will be heard in the following month's Commission meeting. For example, an application submitted on March 16th 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 Douglas Planning & Zoning Division
Ashley-Slater House
211 S Gaskin Avenue
Douglas, GA**

Application Hearing

Complete applications will be reviewed and decided by the Douglas Historic Preservation Commission at their regular meeting; unless rescheduled or cancelled, which is held every 4th Thursday of the month at 4:00 p.m. at the Ashley-Slater House.

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 Community Development Department/Planning & Zoning 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 PROPERTY: Name: _____

NOT APPLICABLE; LOCAL HISTORIC DISTRICT ONLY

EXISTING LAND USE

- RESIDENTIAL
- COMMERCIAL
- OTHER _____

TYPE OF PROJECT

(check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Addition to Building | <input type="checkbox"/> Relocation of Building(s) |
| <input type="checkbox"/> Major Rebuilding, Restoration, Rehabilitation or Remodeling | <input type="checkbox"/> Fence(s), Wall(s), Landscaping |
| <input type="checkbox"/> Minor Exterior Alteration | <input type="checkbox"/> 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 _____

Sign Posted Date _____

APPLICATION FEE: \$45.00

Fee Received: _____

Payment: _____

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 Douglas Historic Preservation Commission. Either myself or my authorized representative will be in attendance at this hearing.

In consideration for the City of Douglas' review of this application for a proposed change to a property within the Douglas Local Historic District, the applicant and owner agree to allow site access to the staff of the City of Douglas for inspection purposes, during the review process, during the time that 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 Douglas 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.

FOR STAFF USE ONLY

Approved

Approved with Conditions: _____

Denied

COA Expiration Date: _____

*****BUILDING/SIGN PERMITS MAY NOT BE ISSUED WITHOUT THE SIGNATURES BELOW*****

Community Development Director

Date

Historic Preservation Commission Chair

Date