Application for Administrative Review and Approval
Douglas Historic Preservation Commission

Application Requirements

All applications must be complete and include required support materials listed on the reverse side of this form. Incomplete applications will not be reviewed for administrative approval.

Submission of Application

Applications may be submitted to Community Development Director for the City of Douglas during regular business hours. The Community Development Director within the Planning and Zoning Division fulfills the role of Commission Administrator, whose office is located in: City Hall at 302 S Madison Avenue, Douglas, GA 31533.

Review of Application

The Commission Administrator may not be available to review the application immediately upon submission but a reasonable effort will be made to complete the review process within three (3) business days of receiving the application. However, the Commission Administrator is not required by law to review the application, and may submit any application for Administrative Review and Approval to the Douglas Historic Preservation Commission as an application for a Certificate of Appropriateness.

Denial of Application

If the project is not compatible with the adopted design guidelines or constitutes a material change requiring a Certificate of Appropriateness, the application will be denied and a building permit shall not be issued for the project. If an application is denied, upon applicant's request, such application will be submitted to the Douglas Historic Preservation Commission for review. Applicant must request the application be submitted to the Douglas Historic Preservation Commission within ten (10) days of the application being denied.

*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.

PROJECT INFORMATION

PROPERTY ADDRESS _____

MAP/PARCEL # _____

NATIONAL REGISTER PROPERTY: ☐ NAME: _____

☐ NOT APPLICABLE; LOCAL HISTORIC DISTRICT ONLY

EXISTING LAND USE: ☐ RESIDENTIAL ☐ COMMERCIAL ☐ OTHER _____

TYPE OF PROJECT
(check all that apply)

- ☐ MAINTENANCE— no change in exterior design or material, sustain existing form
- ☐ ROOF— no significant alterations; replacement material must be similar to existing
- ☐ LANDSCAPING— no significant effect on the historic character of the district
- ☐ DECK/PORCH — not visible from the street and no alteration of existing building
- ☐ AWNING— must comply with applicable provisions of district design guidelines
- ☐ ACCESSORY STRUCTURE— non-historic, backyard only
- ☐ FENCE— may not exceed 6 feet in front, side and/or rear yards
  **chain links* – may not exceed 5 feet and allowed in backyard only
- ☐ DRIVEWAY — repaving existing driveway; placed to the side or rear of building
- ☐ HANDICAP RAMP — placed on the side or rear of building only
- ☐ OTHER — _____

ESTIMATED START DATE _____ ANTICIPATED COMPLETION _____

ARCHITECT/CONTRACTOR _____

STAFF REVIEW

☐ **Approved**
☐ **Denied**

Commission Administrator

_____

Date

_____

Administrative Approval

Administrative Approval is for only those elements of the project included in this application as described in the application. Any additional work performed or modification of the described project must be approved by staff of the Douglas Historic Preservation Commission prior to work being performed. Approval expires if work is not completed within twelve (12) months of issuance.

APPLICATION FEE: $45.00

Fee Received: _____

Payment: _____

FOR STAFF USE ONLY

Application # HPC- _____ **Date Received:** _____

Property is: **Contributing** **Noncontributing** **Vacant**

APPLICATION CHECKLIST

The following list includes the support material ***necessary*** for review of a particular project:

MAINTENANCE
- ☐ Description of proposed changes
- ☐ Description of construction materials
- ☐ Photograph(s) of existing building

ROOF
- ☐ Description of proposed changes
- ☐ Description of existing and proposed construction materials

LANDSCAPING
- ☐ Site plan or sketch of site
- ☐ Description of construction materials
- ☐ Photograph(s) of site

DECK/ACCESSORY STRUCTURE/HANDICAP RAMP
- ☐ Description of proposed deck/acc. structure/ramp
- ☐ Architectural elevations or sketches
- ☐ Design specifications
- ☐ Description of construction materials
- ☐ Photograph(s) of existing building

AWNING
- ☐ Description of proposed awning
- ☐ Architectural elevations or sketches
- ☐ Design specifications
- ☐ Description of construction materials
- ☐ Photograph(s) of existing building

FENCE/PORCH
- ☐ Site plan or sketch of site
- ☐ Design specifications
- ☐ Description of construction materials
- ☐ Photograph of site

DRIVEWAY
- ☐ Site plan or sketch of site
- ☐ Description of proposed changes and material to be used
- ☐ Description of proposed changes
- ☐ Photographs of site

NOTE: A complete application requires support material. Only *complete* applications will be reviewed for Administrative Approval. Applications must be signed by the property owner.

Questions may be directed to:

Alyssa Fussell, City Planner
Email: afussell@cityofdouglasga.gov
or
Georgia Henderson,
Community Development Director
Email: ghenderson@cityofdouglasga.gov

Phone: (912) 383-0277 | Fax: (912) 384-0130
302 S Madison Avenue
Douglas, GA 31533

Project Description

Include supporting materials and attach additional sheets if needed. If the proposed scope of work will involve more than one type of project, please divide the description. (*example: 1. addition to the rear; 2. a new roof; and 3. construction of a deck.*)

ADDITIONAL REGULATIONS MAY APPLY

Administrative Approval is not a building permit or zoning verification form. It does not relieve the responsibility of filing for and obtaining a building permit or zoning verification form and following all other applicable codes and requirements of the City of Douglas, Coffee County, and State of Georgia.

AUTHORIZATION

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 agrees to allow access, for inspection purposes, to the City of Douglas and its agents and employees, during the review process, at the time work is performed and upon completion of the project.

SIGNATURE: _____

DATE: _____