



# Toccoa Historic Preservation Commission (HPC) Certificate of Appropriateness (COA) Application

**PLEASE NOTE:**

**Application Requirements:**

All applications must be complete and include required supporting materials (listed on the reverse side of this application form). Incomplete applications will not be forwarded to the HPC for review.

**Application Deadlines:**

Applications and support materials must be submitted fifteen (15) days prior to the regular HPC meeting, usually the first Thursday of each month. Applications must be submitted at City Hall.

**Application Representation:**

The applicant or an authorized representative of the applicant must attend the public hearing to support the application.

**Building Permit Requirements:**

In addition to a COA application, building permits must be acquired from City Hall. Building permits will not be issued without proof of a COA.

**Deadline for Project Completion:**

After application approval, the COA is valid for 18 months and null and void if construction does not begin within 12 months.

**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.

<b>Office Use Only</b>
Date Received: _____
HPC Hearing: _____
HPC Decision: _____
Project Completion: _____
COA Expiration: _____

## CONTACT INFORMATION

Applicant: \* \_\_\_\_\_

Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*\* NOTE: If applicant is not the owner, a letter from the owner authorizing the proposed work must be included. Please include owner's telephone number and mailing address.*

## PROPERTY AND PROJECT INFORMATION

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Name of District: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

*(example: replacement of awning, installation of windows, etc.)*

**PLEASE PROVIDE DETAILS OF THE PROJECT ON REVERSE SIDE OF APPLICATION**

Type of project (check all that apply):

**Construction**

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

**Site changes**

- Parking area(s), driveway(s), or walkway(s)
- Fence(s) or wall(s)
- Sign(s)
- Mechanical system(s)
- Non-temporary site feature(s): (e.g. satellite dishes, pools, lighting, arbors, gazebos, etc.)

**Demolition or Relocation**

- Primary building
- Outbuilding
- Site feature

Proposed Starting Date: \_\_\_\_\_

Contractors/Consultants: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## DESIGN GUIDELINES

The *Toccoa Historic Downtown Design Guidelines* contain guidelines for the most commonly proposed changes. These guidelines are used by the Historic Preservation Commission as the design criteria when reviewing applications for Certificates of Appropriateness. The booklet is available free of charge at City Hall.

## REQUIRED SUPPORTING MATERIAL

A complete application requires supporting materials. Please check the list below for which materials may be necessary for design review of a particular project:

### New Buildings and New Additions

- Description of Project
- Site plan
- Architectural elevations or drawings
- Floor plan
- Description of materials
- Photographs of proposed site

### Major Restoration, Rehabilitation, or Remodeling

- Architectural elevations or drawings
- Description of project
- Description of materials
- Photographs of existing building
- Documentation of earlier historic appearance  
(Restoration Only)

### Minor Exterior Changes

- Description of project
- Description of materials
- Photographs of existing building

### Site Changes: Parking, Drives, and Walks

- Site plan or drawing of site
- Description of materials
- Photographs of site

### Site Changes: Fences, Walls, and Other Site Features

- Site plan or drawing of site
- Architectural elevations or drawings
- Description of materials
- Photographs of site

### Site Changes: Signs

- Architectural elevation or drawing  
(for signs located on the building)
- Site plan or drawing of site  
(for free standing signs)
- Description of materials and illumination

**Note: Only complete applications will be placed on the agenda for design review.**

## PROJECT AND MATERIALS DESCRIPTION

Describe the proposed project (attach additional sheets if necessary). The description should include proposed materials. Please divide the description if the proposed scope of work will involve more than one type of project.

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## AUTHORIZATION

The undersigned acknowledges that the above application refers to construction and alterations to be undertaken at this time; however, alterations not addressed in this document will require an additional application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_