



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.

Office Use Only
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: _____
