



**Historical Preservation Commission
Application for Certificate of Appropriateness**

Applicant Name: _____

Mailing Address: _____

Phone: _____

Email: _____

• **NOTE:** *If the applicant is not the owner(s) as listed on the Property Deed, a notarized statement signed by the property owner(s) authorizing the applicant to make this request, shall be attached to the application. This statement shall include the property owner(s) name, address, phone number and email address.*

Project Information

Property/Project Address:

Existing Building Type: Residential Commercial

Project Type: New Building Addition to Building Demolition

Fences, Walls, Landscape Minor Exterior Change

Major Restoration, rehabilitation or remodeling Other

Brief Project Description (*example: addition of sunroom, install fence*):

Contractor/Consultant/Architect:

Project Start Date: _____ **Anticipated Completion:** _____

Precedence of Decisions

Each application will be considered on its own merit with reference to the Secretary of the Interior's Standards and the Commission's published guidelines. While the Historic Preservation 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.

PROCEDURE

Application Requirements

All applications must be complete and include support materials listed on the reverse of this form and a \$25 non-refundable application fee.

Application Deadlines

Applications shall be submitted no less than 30 days prior to the next regularly scheduled meeting of the Historic Preservation Commission. (Regular meetings are held the 3rd Tuesday of each month *except for July and December (no meetings in those months)*).

Application Representation

The applicant or the authorized representative of the applicant, shall attend the public hearing before The Historic Planning Commission and shall be given an opportunity to address the Commission.

Building Permit Requirements

In addition to a COA application, building permits must be acquired from the Community Development Department. ***Building permits will not be issued without proof of a COA.***

Deadline for Project Completion

After approval, the COA is valid for 18 months and void if construction does not begin within 6 months of approval.

Office Use Only

Date Received: _____

Application #: _____

Legal Notice: _____

HPC Hearing: _____

HPC Decision: _____

COA Expiration: _____

Project Description

Include support material (refer to list to the right) 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 rear (2) New roof)

Authorization

In consideration for the City of Dallas' review of this application for a proposed change to a locally designated property, the applicant agrees to hereby indemnify and hold harmless the City and its agents and employees from and against all claims, damages, and/or liability arising from or related to this application or any issuance of a permit hereunder.

Printed Name

Signature

Date

Support Material

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

New Buildings / New Additions

- Site Plan
- Architectural elevations
- Floor plans
- Landscape plan (vegetation not required)
- Description of construction materials
- Photographs of proposed site and adjoining properties

Major Restoration, Rehabilitation or Remodeling

- Architectural elevations or sketches
- Description of proposed changes
- Description of construction materials
- Photographs of existing building
- Documentation of earlier historic appearances (restoration only)

Minor Exterior Changes

- Description of proposed changes
- Description of construction materials
- Photographs of existing building

Site Changes

Parking Areas, Drives, Walks

- Site Plan or sketch of site
- Description of construction materials
- Photograph of site

Fences, Walls, Systems

- Site Plan or sketch of site
- Architectural elevations or sketches
- Description of construction materials
- Photograph of site

Signs

- Specifications
- Description of construction materials and illumination

Demolition

- Must include a complete plan for the new development.
- Timetable
- Demolition budget
- New construction budget
- Evidence of adequate financing.
- Demolition permit from Community Development Dept. (including lead & asbestos abatement)

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

**Submit to:
City of Dallas
Community Development Department
200 Main St.
Dallas, Ga. 30132**