



Office Use Only

COA Number: _____

Application Accepted as Complete: _____

**LOCAL HISTORIC AND CONSERVATION DISTRICTS
HISTORIC PRESERVATION COMMISSION**
Application for Certificate of Appropriateness

Per House Bill 493, detailed checklists of items required to be submitted for each type of project are supplemental to this application. Each item **must be checked off and a page number where the item is located must be noted** and included with the application. The applicant must sign the affidavit, at the end of the application and each required checklist, certifying that all required items are provided. If there are questions regarding items required for your specific project, contact staff for clarification prior to submitting the application.

Note: Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in the Board or Staff's review of the application and/or denial of the request. Revisions made to the applications after the submittal deadline and prior to the Board hearing may be continued to the following month's hearing. The Board reserves the right to require additional information if it believes that the submission of such information is necessary to understand the nature of the intended activity.

Local Historic and Conservation Districts:

<input type="checkbox"/> Victorian Local Historic District	<input type="checkbox"/> Conservation District (Contributing Demolition only):
<input type="checkbox"/> Cuyler-Brownville Local Historic District	<input type="checkbox"/> Ardsley Park-Chatham Crescent
<input type="checkbox"/> Streetcar Local Historic District	<input type="checkbox"/> Ardmore and Chatham Terrace
	<input type="checkbox"/> Parkside
	<input type="checkbox"/> Historic Carver Village / Flatman Village

Applicant Contact Information:

Name: _____
 Address: _____
 City: _____ State _____ Zip _____
 Phone: _____ E-Mail Address _____

Property Owner Contact Information:

Name: _____
 Address: _____
 City: _____ State _____ Zip _____
 Phone: _____ E-Mail Address _____

Official Correspondence: Applicant Owner Other _____ (Check all that apply)

Property Information of Proposed Work: (PIN and Zoning information can be found at www.sagis.org.)

Address: _____
 PIN (Property Identification Number): _____ Zoning: _____

Estimated Cost of the Proposed Work: \$ _____

Filing Fee Schedule: (Fees shall be payed electronically at <https://www.thempc.org/Application#gsc.tab=0>)

<input type="checkbox"/> Special Exception(s) Requests	Single/Two Family Residential: \$120, All Others: \$350
<input type="checkbox"/> All other requests	None

Submit Application and Checklist(s) by Email to the Preservation Department at historic@thempc.org.
 Questions? Email the Preservation Department at historic@thempc.org or call 912-651-1440.

Scope of Work: (Check all that apply.)

STAFF REVIEW:		BOARD REVIEW:	
<input type="checkbox"/> Roof Repair/Replace	<input type="checkbox"/> Shutters	<input type="checkbox"/> Contributing Demolition	<input type="checkbox"/> Additions
<input type="checkbox"/> Awnings	<input type="checkbox"/> Windows and/or Doors	<input type="checkbox"/> Rehabilitation/Alterations	<input type="checkbox"/> Relocation
<input type="checkbox"/> Stucco Repair	<input type="checkbox"/> Mechanical Screening	<input type="checkbox"/> New Construction, Small* (Parts I and II)	
<input type="checkbox"/> Brick Repointing	<input type="checkbox"/> Signs	<input type="checkbox"/> New Construction, Large** (Part I)	
<input type="checkbox"/> Fences	<input type="checkbox"/> Non-Contributing Demolition	<input type="checkbox"/> New Construction, Large** (Part II)	
		<input type="checkbox"/> Special Exception(s) Requests	
		<input type="checkbox"/> Variance Recommendation Requests	
OTHER:			
<input type="checkbox"/> Amendment to Previous COA Previous Case File Number:		<input type="checkbox"/> Other (Description): Contact staff for checklist requirements.	

* Small New Construction = cumulative footprint less than 4,000 square feet.

**Large New Construction = cumulative footprint 4,000 square feet and greater.

2021 Historic Preservation Commission Schedule:

Application Deadline (Due by Close of Business: 5pm)	Meeting Date (Time: 3pm)
<input type="checkbox"/> Wednesday, January 6 th , 2021	Wednesday, January 27, 2021
<input type="checkbox"/> February 3, 2021	February 24
<input type="checkbox"/> March 3	March 24
<input type="checkbox"/> April 7	April 28
<input type="checkbox"/> May 5	May 26
<input type="checkbox"/> June 2	June 23
<input type="checkbox"/> July 7	July 28
<input type="checkbox"/> August 4	August 25
<input type="checkbox"/> September 1	September 22
<input type="checkbox"/> October 6	October 27
<input type="checkbox"/> November 3	Monday, November 22 **
<input type="checkbox"/> December 1	Monday, December 20 **
<input type="checkbox"/> January 5, 2022	January 26, 2022
** Rescheduled due to Holidays.	

Affidavit Certifying Completeness of Application:

I hereby acknowledge that I understand the requirements listed above for what constitutes a complete application. I have checked off each box and included a page number where the item is located. I confirm that the requirements for a complete application have been met.

Signature: _____ Date: _____

Signature of Legal Owner or Authorized Agent:

I have read and understand all the information enclosed in this application form. I hereby certify that I am the legal owner or authorized agent for the legal owner of the subject property.

Signature: _____ Date: _____

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