



**Office Use Only**

COA Number: \_\_\_\_\_

Application Accepted as Complete: \_\_\_\_\_

## LOCAL HISTORIC AND CONSERVATION DISTRICTS HISTORIC PRESERVATION COMMISSION

### Board Review Checklists for Certificate of Appropriateness Application New Construction, Small (Part I and II)

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.

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.

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

#### **NEW CONSTRUCTION, PART I: HEIGHT AND MASS.**

**REQUIRED** Pre-Application Conference (Sec. 3.18.4.a. of the zoning ordinance):

Date attended and with which staff member: \_\_\_\_\_

Provide one (1) electronic copy of the entire submittal packet. (Email to [historic@thempc.org](mailto:historic@thempc.org) with 15MB max)

Page No. \_\_\_\_\_: Written project description.

Page No. \_\_\_\_\_: Written description of each Special Exception requested.

Page No. \_\_\_\_\_: Lot coverage percentage.

Page No. \_\_\_\_\_: Color photographs of site and existing buildings within the vicinity of the project.

Page No. \_\_\_\_\_: Site Plan:

Adjacent buildings with setback dimensions.

Lot dimensions.

Property lines.

Streets, lanes, and sidewalk.

Curb cuts with width dimensions.

Garage apron locations.

New building with dimensions and setbacks.

Fences.

Electric meter locations.

Refuse storage area.

All ground and roof equipment including screening.

Page No. \_\_\_\_\_: Floor Plans:

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

- Dimensions.
- Labeled interior spaces.
- Page No. \_\_\_\_\_: Roof Plan:
  - Roof pitches.
  - Equipment and screening.
- Page No. \_\_\_\_\_: Exterior Elevations:
  - Adjacent buildings with height dimensions.
  - Dimensioned floor-to-floor heights.
  - Stoop heights.
  - Height of parapet walls.
  - Locations and dimensions of all windows, doors, and other openings.
  - Porches, balconies, railings heights, and baluster spacing.
  - Fences, equipment, etc. with dimensions.
  - Roof equipment with screening heights and locations.
- Page No. \_\_\_\_\_: Building Sections (minimum of two: north-south and east-west):
  - Projections, window and door depths, off-sets, and opening recesses.

**NEW CONSTRUCTION, PART II: DESIGN DETAILS.**

- Page No. \_\_\_\_\_: Exterior Elevations:
  - All materials illustrated and labeled.
  - Muntins and other window and storefront configuration details.
  - Door configuration details.
  - Details of awnings, balconies, and porches.
- Page No. \_\_\_\_\_: Wall Sections (minimum of two through typical and atypical locations):
  - All materials illustrated and labeled.
  - Projections, window and door depths, off-sets, and opening recesses.
  - Details such as storefronts, windows, doors, porticos, parapets, stoops, balconies, and porches.
- Page No. \_\_\_\_\_: Specifications for each product.
- Page No. \_\_\_\_\_: Physical material samples.

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