



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.

Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in the Commission 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 Commission hearing may be continued to the following month’s hearing. The Commission 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.

Submissions will only be accepted when emailed to historic@thempc.org. Ensure the file size does not exceed 10 MB. For questions, email preservationquestions@thempc.org or call 912-651-1440. Do not email questions to historic@thempc.org. If email is not available, contact the office for alternate arrangements.

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 (Business & Contact): _____
 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 [https://www.sagis.org/map/.](https://www.sagis.org/map/))

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

Scope of Work: (Check all that apply.)

STAFF REVIEW (two or less of the following*):			
<input type="checkbox"/> Roof Repair/Replace	<input type="checkbox"/> Shutters	<input type="checkbox"/> Brick Repointing	<input type="checkbox"/> Signs
<input type="checkbox"/> Awnings	<input type="checkbox"/> Windows and/or Doors	<input type="checkbox"/> Fences	
<input type="checkbox"/> Stucco Repair	<input type="checkbox"/> Mechanical Screening	<input type="checkbox"/> Non-Contributing Demolition	
COMMISSION REVIEW:		<input type="checkbox"/> New Construction, Large*** (Part I)	
<input type="checkbox"/> Contributing Demolition	<input type="checkbox"/> Additions	<input type="checkbox"/> New Construction, Large*** (Part II) NO FEE	
<input type="checkbox"/> Rehabilitation/Alterations*	<input type="checkbox"/> Relocation	<input type="checkbox"/> Special Exception(s) Requests	
<input type="checkbox"/> New Construction, Small** (Parts I and II)	<input type="checkbox"/> Alternative Energy Equipment (i.e solar panels)	<input type="checkbox"/> Variance Recommendation Requests NO FEE	
		<input type="checkbox"/> Determination of Contributing Status NO FEE	
OTHER:			
<input type="checkbox"/> Amendment to Previous COA Previous Case File Number:		<input type="checkbox"/> Other (Description): Contact staff for checklist requirements.	

* Three or more staff review items becomes a Commission Review.

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

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

2023 Historic Preservation Commission Schedule:

Application Deadline Dates, by 3:00 p.m.	Meeting Date (Time: 3:00 p.m.)
<input type="checkbox"/> Wednesday, January 4, 2023	Wednesday, January 25, 2023
<input type="checkbox"/> February 1	February 22
<input type="checkbox"/> March 1	March 22
<input type="checkbox"/> April 6	April 26
<input type="checkbox"/> May 4	May 24
<input type="checkbox"/> June 7	June 28
<input type="checkbox"/> July 5	July 26
<input type="checkbox"/> August 2	August 23
<input type="checkbox"/> September 6	September 27
<input type="checkbox"/> October 4	October 25
<input type="checkbox"/> November 1	Monday, November 20*
<input type="checkbox"/> December 6	December 27
<input type="checkbox"/> January 3, 2024	January 24, 2024

* Rescheduled due to holidays.

2023 Pre-Application Conference Schedule: NEW!

Pre-Application Conference Days	Pre-Application Conference Times
First and Fourth Tuesdays of the Month	9am, 9:45am, 10:30am, 11:15am, 11:45am
First and Fourth Thursdays of the Month	1pm, 1:45pm, 2:30pm, 3:14pm, 4:30pm

Contact staff to schedule a pre-meeting: preservationquestions@thempc.org or call 912-651-1440. Pre-meetings must be held a minimum of ONE WEEK before a deadline.

Estimated Cost of the Proposed Work: \$ _____

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

Fee Description (Select <u>one ONLY</u>)	Filing Fee
<input type="checkbox"/> Cost of Scope of Work: \$0 - \$2,500	\$25.00
<input type="checkbox"/> Cost of Scope of Work: \$2,501- \$5,000	\$50.00
<input type="checkbox"/> Cost of Scope of Work: \$5,001- \$25,000	\$75.00
<input type="checkbox"/> Cost of Scope of Work: \$25,001- \$50,000	\$100.00
<input type="checkbox"/> Cost of Scope of Work: \$50,001- \$100,000	\$150.00
<input type="checkbox"/> Cost of Scope of Work: \$100,001- \$500,000	\$200.00
<input type="checkbox"/> Cost of Scope of Work: \$500,001 - \$1,000,000	\$300.00
<input type="checkbox"/> Cost of Scope of Work: \$1,000,001 - \$5,000,000	\$500.00
<input type="checkbox"/> Cost of Scope of Work: \$5,000,001 - \$10,000,000	\$1,000.00
<input type="checkbox"/> Cost of Scope of Work: Over \$10,000,000	\$1,500.00
<input type="checkbox"/> Demolition of a contributing building	\$500.00
<input type="checkbox"/> Appeal of Staff Decision	\$250.00
Additional Fees (Select in addition to above, if applicable)	Filing Fee
<input type="checkbox"/> Special Exception Request	\$1,000.00
<input type="checkbox"/> Special Exception Request – (Church, Family Care Home, Family Daycare, Institutional Uses)	\$500.00
<input type="checkbox"/> Amendment to previous COA	Estimated cost of scope of work of amendment
<input type="checkbox"/> After-the-Fact (Work completed without a COA)	Double the filing fee

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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A complete application submission consists of:

1. Complete, signed application
2. Complete, signed checklist(s) for each request
3. Checklist documentation
4. Payment receipt

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