



Planning and Zoning Department
2116 Stallings Street, NW
Covington, Georgia 30014
Phone: (770) 385-2178
Fax: (770) 385-2170

CERTIFICATE OF APPROPRIATENESS (COA)
(Code Section 16.52)

Received Date: _____

COA# _____

www.cityofcovington.org

1. A pre-application meeting shall be held with the Planning & Zoning Department prior to completing this application. Please call 770-385-2178 to schedule such meeting.
2. Applications for a Certificate of Appropriateness shall be submitted to the Planning & Zoning Department no less than 30 days prior to the next regularly scheduled Historic Preservation Commission meeting. The Historic Preservation Commission meets on the first Wednesday of each month at 7p.m.
3. Once an application has been submitted the Planning & Zoning Department will review the application, submit a written recommendation to the Historic Preservation Commission and at least 15 days prior to the date of the public hearing will erect a sign in a conspicuous place on the property in question.
4. The applicant and all interested parties shall attend the public hearing before the Historic Preservation Commission and shall be given an opportunity to address the Commission. During the public hearing the Commission shall review the facts presented and vote to approve, reject or modify an application for issuance of a Certificate of Appropriateness.

PLEASE COMPLETE THE FOLLOWING:

I. APPLICANT:

Name:	
Mailing Address:	
Telephone:	Email:

II. CURRENT PROPERTY OWNER: (If different from the applicant)

Name:	
Mailing Address:	
Telephone:	Email:

III. PROPERTY INFORMATION:

Property Address:	
Parcel Number(s):	Parcel Size:
Description:	Please describe what you intend to do, how you plan on doing it and what materials will be used. Attach another sheet(s) if necessary.

IV. PLEASE SUBMIT THE FOLLOWING:

- One boundary survey of the entire property and site plan showing the location of all site improvements (i.e., buildings, parking areas, pools, etc.);
- One elevation drawing, or picture, of the existing structure and one elevation drawing, or picture of the proposed changes;
- A list of finished materials being proposed for the project;
- If exterior lighting is proposed please provide a photo and description of the lighting direction;
- If the request is for a demolition permit please provide an explanation and supporting documentation that the historic or contributing building(s) is incapable of earning an economic return on its value (as appraised). A narrative description and supporting documents of the proposed use for the site after demolition.
- If the structure(s) is being relocated within Covington please provide photographs of the proposed relocation site;
- The application fee of \$100.00 accepted in cash, check or money order payable to the City of Covington.**

V. AUTHORIZATION FOR REPRESENTATION: (If the owner/applicant is requesting to be represented)

I, _____, the owner of the subject property identified in this application, do hereby authorize _____ to act on my behalf in all matters pertaining to the processing and approval of this application, including modifying the project accordingly to the terms and conditions set forth by the City of Covington. I agree to be bound by all representatives and agreements made by my designated representative.

Signature of owner/applicant: _____ Date: _____

Signature of Representative: _____ Date: _____

VI. CERTIFICATION:

I, _____ the owner or authorized representative of the owner(s), read and understand the contents of this application. I certify that the information contained herein, including attachments and all other supporting information is complete and true to the best of my knowledge and belief. I further certify that I understand that an approval of a COA in no way constitutes approval of an application for a building permit. A request for a permit to build requires a separate application, review and approval process.

Signature of owner/applicant or representative: _____

Date: _____

THIS FORM TO BE COMPLETED BY STAFF

EXEMPTION OR ADMINISTRATIVE APPROVAL

The building official may issue a Certificate of Appropriateness exemption for the erection, alteration, restoration, or removal of any accessory structures, fences, walls, steps and pavements or in cases where the building official finds that no material change in appearance is involved.

Reason(s) for exemption or administrative approval: _____

Planning & Zoning Director

Date:

HISTORIC PRESERVATION	Is the property located within the Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No	HPC Date:
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	<input type="checkbox"/> Approved with remarks: <div style="text-align: center;">Signature Zoning Administrator: _____</div>	
MAIN STREET MANAGER	Is property located within the TCR or TCM zoning districts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved <input type="checkbox"/> <input type="checkbox"/> Comments:	Denied <input type="checkbox"/> Reason(s): _____ Main Street Covington's Signature: _____ Date: _____	
SIGN REGULATIONS	Inspection Date:	Inspector's Signature:
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Approved with Remarks <input type="checkbox"/>	