



Application for a Certificate of Appropriateness (COA) to the Historic Preservation Commission (HPC) for a proposed change to a locally designated property

PLEASE NOTE:

Application Requirements:

All applications must be complete and include required support materials (listed on the reverse side of this application form). Incomplete applications will not be forwarded for to the HPC for review.

Application Deadline:

Applications and support materials must be submitted fifteen (15) days prior to the regular HPC meeting, usually the second Tuesday of each month. Applications must be submitted at City Hall.

Application Representation:

The applicant or an authorized representative of the applicant must attend the public hearing to support the application.

Building Permit Requirements:

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

Deadline for Project Completion:

After application approval, the COA is valid for 12 months and null and void if construction does not begin within 6 months.

Office Use Only
received:
fee paid:
determined complete:
approved administratively
(must have signatures below)
staff/date
commissioner/date

PROPERTY

PROPERTY ADDRESS: 238 E. Jefferson St. Madison, GA

PROPERTY OWNER*: Carol Lynn Childs

*NOTE: If applicant is not the owner, a letter from the owner authorizing the proposed work must be included. Please include owner's telephone number and mailing address.

APPLICANT

APPLICANT: Carol L. Childs

BE SURE TO COMPLETE THE BACK OF THE FORM AS WELL!

TYPE OF PROJECT (CHECK ALL WHICH APPLY):

Construction

- New building
Addition to building
Major building restoration, rehabilitation, or remodeling
Minor exterior change

Site Changes

- Parking area(s), driveway(s), or walkway(s)
Fence(s), wall(s), or landscaping
Mechanical system(s) or non-temporary structure(s)
Sign(s)
Demolition or relocation of building(s)

PROJECT

CONTRACTORS/CONSULTANTS:

AUTHORIZATION



The *Design Criteria* information packet contains succinct guidelines for the most commonly proposed changes. These guidelines are used by the Historic Preservation Commission as the design criteria when reviewing applications for Certificates of Appropriateness. The packet also includes sample applications and support materials. The *Design Criteria* packet is available at City Hall or on-line at www.madisonga.com.



The *Madison Historic Preservation Manual* is an illustrated handbook which offers a basic understanding of Madison's enduring qualities and provides suggestions for the protection and maintenance of its historic properties. Although out of print, copies of this National Trust for Historic Preservation Award winning document are on reserve for public use at City Hall and the Morgan County Library. They are also available on CD-ROM or on-line at www.madisonga.com.

APPLICATION CHECKLIST

A complete application requires support materials. The following materials are **required** for a complete application. Incomplete applications may be removed from the HPC's agenda. Digital photographs and PDFs of plans/elevations may be emailed to mhcallahan@madisonga.com.

New Buildings and New Additions

- site plan
- architectural elevations
- floor plan
- landscape plan (vegetation not required)
- description of materials
- photographs of proposed site and adjoining properties

Major Restoration, Rehabilitation, or Remodeling

- architectural elevations or sketches
- description of proposed changes
- description of materials
- photographs of existing building
- documentation of earlier historic appearance (restoration only)

Minor exterior changes

- description of proposed changes
- description of materials
- photographs of existing building

Site changes - parking areas, drives and walks

- site plan or sketch of site
- description of materials
- photographs of site

Site changes - fences, walls and systems

- site plan or sketch of site
- architectural elevations or sketches
- description of materials
- photographs of site

Site changes - signs

- approved sign application
- site plan or sketch of site
- description of materials and illumination

Describe the proposed project (attach additional sheets as necessary). The description should include proposed materials.

Please divide the description if the proposed scope of work will involve more than one type of project.

(example: 1) addition of storage and 2) installation of sign.

Installation of a wood front door with glass on the upper half.

The contractors will make the front door frame square - Now it is not and affects the closing of the present door.

The window area would be very plain. Rectangular panes of glass would be used - just like the existing rear door to this house. The neighbor at 256 has a very similar front porch. There is a wood door with rectangular panes of glass in the top upper half.

Applications should be submitted to the City of Madison, 132 N. Main Street, P.O. Box 32, Madison, Georgia, 30650. Please contact (706) 342-1251 ext.207 for information.



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