



LAGRANGE
GEORGIA

Certificate of Appropriateness Application

Application for work to be done on property located within the City of LaGrange Historic Preservation District

- **UDO Section.** Chapter 25B-65 (Historic Preservation)
- **Permit Expiration.** Upon expiration of either the initial 12-month time limitation or any extension, an applicant must reapply for a certificate of appropriateness.
- **Commission Powers.**
 1. Prepare an inventory of all property within the City having the potential for designation as historic property;
 2. Recommend to the mayor and council specific places, districts, sites, buildings, structures or works of art to be designated by ordinance as historic properties or historic districts;
 3. Review applications for certificates of appropriateness and grant or deny the same in accordance with the requirements set forth in section 25B-65-12;
 4. Recommend to the mayor and council that the designation of any place, district, site, building, structure or work of art as a historic property or as a historic district be revoked or removed;
 5. Restore or preserve any historic properties acquired by the City, at the request of and upon approval by the mayor and council;
 6. Promote the acquisition by the City of conservation easements in accordance with applicable state law;
 7. Conduct an educational program on historic properties located within the City;
 8. Make such investigations and studies of matters relating to historic preservation as the mayor and council or the commission itself may from time to time deem necessary or appropriate for the purposes of this chapter;
 9. Seek out state and federal funds for historic preservation and make recommendations to the mayor and council concerning the most appropriate use of any funds acquired;
 10. Consult with historic preservation experts in the Division of Historic Preservation of the Department of Natural Resources or its successor and the Georgia Trust for Historic Preservation, Inc.; and

11. Submit to the Division of Historic Preservation of the Department of Natural Resources or its successor a list of

o **Certificate of appropriateness; review of applications; procedure; approval, notification or rejection; negotiations for acquisitions.**

(1) Prior to reviewing an application for a certificate of appropriateness, the commission shall take such action as may be reasonably required to inform the owners of any property likely to be affected materially by the application and shall give the applicant and such owners an opportunity to be heard. In cases where the commission deems it necessary, it may, in its discretion, hold a public hearing concerning the application.

(2) The commission shall approve the application and issue a certificate of appropriateness if it finds that the proposed material change in appearance would not have a substantial adverse effect on the aesthetic, historical or architectural significance and value of the historic property or the historic district at issue. In making such determination, the commission shall consider, in addition to other pertinent factors, the following factors:

(a) The historical and architectural value and significance;

(b) Architectural style;

(c) General design, arrangement, texture and material of the architectural features involved; and

(d) The relationship thereof to the exterior or architectural style and pertinent features of other structures in the immediate neighborhood.

(3) In its review of applications for certificates of appropriateness, the commission shall not consider interior arrangement or uses having no effect on exterior features.

(4) The commission shall exert best efforts to either approve or reject an application for a certificate of appropriateness within 30 days after the filing thereof, but in no event shall fail to act within 45 days after the filing of said application. Evidence of approval shall be by a certificate of appropriateness issued by the commission. Failure of the commission to act within the 45-day period herein established shall constitute approval, and no other evidence of approval shall be required.

(5) In the event the commission rejects an application, it shall state its reasons for doing so and shall transmit a record of such action and the reasons therefor, in writing, to the applicant. The commission may suggest alternative courses of action, which, in the opinion of the commission, would be proper if the application is disapproved as submitted. The applicant may make modifications to the plan and may resubmit the application at any time thereafter.

(6) In cases in which the application covers a material change in the appearance of a structure which would require the issuance of a building permit, the rejection of an application for a certificate of appropriateness by the commission shall be binding upon the Building Official charged with issuing building permits; and, in such case, no building permit shall be issued.

(7) Where such action is authorized by the mayor and council and is reasonably necessary or appropriate for the preservation of a unique historic property, the commission may enter into negotiations with the owner for the acquisition by gift, purchase, exchange or otherwise of the property or any interest therein.

(8) Construction for which a certificate of appropriateness has been issued shall begin within 12 months from the date of issuance of the certificate. A one (1) time extension may be granted by the commission for a period of up to 12 months from the date of expiration provided that:

(a) The original certificate of appropriateness has not expired at the time application for an extension is filed; and

(b) The site or building conditions have not changed on the subject property and adjacent properties.

Certificate of Appropriateness Application

Address of Property

Current and Future Intended Use of Property

Applicant Information

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Property Owner Information

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Contractor Information

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Architect Information

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Site Information

Address / Location: _____

Tax Parcel ID No.: _____

Current Zoning Designation: _____

Size of Property (Square Feet or Acre(s)): _____

Project Description

Materials to be Used

Appearance Changes

The submittal of elevation renderings, photographs of existing buildings, and other requested material may be required with each submittal for consideration by the Historic Preservation Commission.

CLASSIFICATION OF WORK FOR WHICH A CERTIFICATE IS DESIRED (CHECK ONE)

_____ **Maintenance or Repair:** The act or process of applying measures to sustain the existing form, integrity and material of a building or structure and the existing form or vegetative cover of a site. It may include initial stabilization work, when and where necessary, as well as on-going maintenance and repair. Samples of proposed materials may be requested.

_____ **Restoration:** The purpose of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work. All applications for restoration shall include: elevations, site and landscape plans (if necessary), a 300-word statement with bibliography justifying the work and any additional photographs or information to support the proposed work.

_____ **Rehabilitation:** The process of returning a property to a state of utility through repair or alteration which makes possible and efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values. All applications for rehabilitation shall include: elevations, site and landscape plans (if necessary), and any other supplementary information that will support the proposed project.

_____ **Excavation:** The process of performing an archeological dig to recover artifacts, historical material or other archeological features. It is recommended that the applicant include a 300 word statement describing the project, its methodology and where the recovered materials will be maintained.

_____ **Demolition:** The process of destroying or tearing down a building or structure or a portion thereof, or the process of removing or destroying an archeological site or a portion thereof. The applicant(s) shall include a report explaining why the proposed action should occur. If this action is to occur for reasons of financial hardship, all pertinent financial data shall be included pertaining to the cost of the preservation, demolition and new construction. Any other material pertinent to the application is also encouraged to be submitted as supplementary information.

_____ **New Construction:** The process of constructing a building or structure that has never existed at a particular site. Applicants shall include a site plan, elevations, floor plans and a landscape plan.

_____ **Relocation:** The process of moving a building or structure from its current foundation to another site. Applications shall include a report justifying the relocation while indicating why efforts made to preserve the building on-site would not be feasible, and thus justifying the proposed relocation.

Special Requirements for Awnings

Each applicant must provide the Historic Preservation Commission with the following:

1. Colored fabric swatch.
2. A minimum of two photographs of the existing building façade(s).

The following items must be drawn to scale:

1. Awning style: triangular, scalloped, convex (including sketch).
2. Lettering sizes.
3. Logo markings.