



Application for Certificate of Appropriateness (COA)

DOUGLAS HISTORIC PRESERVATION COMMISSION

PROCEDURE

Application Requirements

All Applications must be complete and include required support materials listed on this form. **Incomplete applications will not be reviewed by the Douglas Historic Preservation Commission.**

Application Deadline

Applications for a Certificate of Appropriateness (COA) must be submitted in sufficient time to allow for the required public notice period prior to the Douglas Historic Preservation Commission (HPC) meeting. The HPC meets on the fourth Thursday of each month at 4:00 p.m. Applications received in time to meet all advertisement and submission deadlines will be scheduled for that month's HPC meeting. Applications received after the applicable advertising deadline will be deferred to the following month's Commission meeting.

Application Submission

Return one copy of this completed application and all supporting documents (see page 2 of this application) to:

**City of Douglas
Planning & Zoning Division
302 S. Madison Avenue
Douglas, GA 31533**

Application Hearing

Complete Applications will be reviewed and decided by the Douglas Historic Preservation Commission at their regular meeting held every 4th Thursday of the month at 4:00 p.m. at City Hall, 302 S. Madison Avenue, Douglas, GA 31533.

Application Representation

The applicant or authorized representative 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 **Community Development Department**. *Building permits shall not be issued without proof of a COA.*

Deadline for Project Completion

After approval, the COA is valid for eighteen (18) months and void if construction does not begin within six (6) months.

*Applicant _____

Telephone Number _____

Email Address _____

Mailing Address _____

**Note: If applicant is not the owner, as listed on the Property Deed, a letter from the owner authorizing the proposed work must be included along with owner's phone number and address.*

P
R
O
J
E
C
T

I
N
F
O
R
M
A
T
I
O
N

PROPERTY ADDRESS _____

MAP/PARCEL ID# _____

NATIONAL REGISTER PROPERTY: Name: _____

NOT APPLICABLE; LOCAL HISTORIC DISTRICT ONLY

EXISTING LAND USE

RESIDENTIAL

COMMERCIAL

OTHER _____

TYPE OF PROJECT
(check all that apply)

<input type="checkbox"/> New Building	<input type="checkbox"/> Demolition/Relocation of Building(s)
<input type="checkbox"/> Addition to Building	<input type="checkbox"/> Major Rebuilding, Restoration,
<input type="checkbox"/> Fence(s), Wall(s), Landscaping Rehabilitation or Remodeling	<input type="checkbox"/> Other _____
<input type="checkbox"/> Minor Exterior Alteration	_____

ESTIMATED START DATE _____ ANTICIPATED COMPLETION _____

ARCHITECT/CONTRACTOR/CONSULTANT _____

FOR STAFF USE ONLY

Application # HPC- _____	Date Received _____
HPC Meeting Date _____	Contributing Status _____
SubArea: I II III	Sign Posted Date _____

APPLICATION FEE: \$45.00

Fee Received: _____

Payment: _____

CERTIFICATION AND AUTHORIZATION

I hereby certify that I understand this application will not be accepted until all requested information has been supplied. I also understand that this application will require a site visit and may require additional research by staff. I understand that this application will require a public hearing by the Douglas Historic Preservation Commission. Either myself or my authorized representative will be in attendance at this hearing.

In consideration for the City of Douglas’s review of this application for a proposed change to a property within the Douglas Local Historic District, the applicant and owner agree to allow site access to the staff of the City of Douglas for inspection purposes, during the review process, during the time that work is performed, and upon completion of the project.

Signature of Applicant

Signature of Property Owner
(if different from Applicant)

Date

Date

Precedence of Decisions

Each application will be considered on its own merit with reference to the Secretary of the Interior’s Standards and the Douglas Historic Preservation Commission’s published design guidelines. While the Commission may consider past actions when making decisions on an Application for a Certificate of Appropriateness, it is not held by those decisions when considering new applications that may appear similar in character.

FOR STAFF USE ONLY

Approved

Approved with Conditions: _____

Denied

COA Expiration Date: _____

*****BUILDING/SIGN PERMITS MAY NOT BE ISSUED WITHOUT THE SIGNATURES BELOW*****

Historic Preservation Planner

Date

Historic Preservation Commission Chair

Date