

Application No. HPC-COA _____

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
JEFFERSON HISTORIC PRESERVATION COMMISSION**

Note: The applicant must complete all information including specified attachments. Failure to complete all information will result in the refusal of the application. If the application is found insufficient, an agenda date will not be set until the required information is submitted.

Date of Pre-Application Conference (encouraged but not required): _____

APPLICANT AND PROPERTY OWNER ADDRESS AND CONTACT INFORMATION

Applicant	Property Owner (If different from applicant)
_____	_____
_____	_____
_____	_____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
E-Mail: _____	E-Mail: _____

PROPERTY INFORMATION

Name of Historic District: _____

Existing Zoning District: _____

Existing Use of Property: _____

Proposed Use: _____

Tax Map/Parcel Number _____ Acreage: _____

Address of Property: _____

Subdivision Name and Lot Number: _____

REQUESTED CERTIFICATE

Describe your request: _____

APPLICANT'S JUSTIFICATION FOR THE REQUESTED CERTIFICATE

In passing judgment on applications for certificates of appropriateness, the Historic Preservation Commission shall consider the appropriateness of any proposed material change in appearance in the context of the following criteria. It is to your advantage to provide information on the following, if possible, to justify your request. Space is provided below if you wish to provide answers to these questions.

- (a) **Consistency with the U.S. Secretary of the Interior's "Standards of Rehabilitation." (these are attached at the end of this application form)**

- (b) **Consistency with any adopted design guidelines for historic districts or historic properties. (Note: Adopted design guidelines can be found at: http://www.cityofjeffersonga.com/depts/PlanningDevelopment/2007_docs/hpc_guidelines.pdf)**

- (c) **Expert advice, if any is sought on the matter (indicate who, if applicable).**

- (d) **The nature and character of the surrounding areas and the consistency of the proposed application with such nature and character.**

- (e) **The general design, the character and appropriateness of design, scale of buildings, arrangement, texture, materials, and colors of the structure in question and the relation of such elements to similar features of structures in the immediate surrounding area and the site and landscaping.**

- (f) **The proposed material change (s) in appearance's overall effects on the aesthetic, historic, or architectural significance and value of the historic property or the historic district.**
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- (g) **The historical and architectural value and significance, architectural style, general design arrangement, texture, and material of the architectural features involved. The commission shall not consider interior arrangement or use having no effect on exterior architectural features.**
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Does this request involve the demolition of buildings, structures, sites, trees judged to be 50 years old or older? Yes No

If yes, the Historic Preservation Commission will consider the following criteria as relevant (Sec. 21.5.8 LUMC) and you are encouraged to provide written responses to these criteria on a separate page as a part of your application:

- (a) The historic, scenic or architectural significance of the building, structure, site, tree or object.
- (b) The importance of the building, structure, site, tree, or object to the ambiance of a district.
- (c) The difficulty or the impossibility of reproducing such a building, structure site, tree, or object because of its design, texture, material, detail, or unique location.
- (d) Whether the building, structure, site, tree, or object is one of the last remaining examples of its kind in the neighborhood or the city/county.
- (e) Whether there are definite plans for use of the property if the proposed demolition is carried out, and what the effect of those plans on the character of the surrounding area would be. Where such plans or intentions are evident to the Historic Preservation Commission, it shall not grant permission to demolish a building or structure within its jurisdiction without reviewing at the same time the plans for the building or structure that would replace the building or structure proposed to be demolished.
- (f) Whether reasonable measures can be taken to save the building, structure, site, tree, or object from collapse.
- (g) Whether the building, structure, site, tree, or object is capable of earning reasonable economic return on its value.
- (h) Whether the structure is of such interest or quality that it would reasonably meet national, state, or local criteria for designation as an historic or architectural landmark.

Does this request involve the relocation of a building, structure, or object from the historic property or district? Yes No

If yes, the Historic Preservation Commission will consider the following criteria as relevant (Sec. 21.5.9 LUMC) and you are encouraged to provide written responses to these criteria on a separate page as a part of your application:

- (a) The historic character and aesthetic interest the building, structure or object contributes to its present setting.
- (b) Whether there are definite plans for the area to be vacated and what the effect of those plans on the character of the surrounding area will be.
- (c) Whether the building, structure or object can be moved without significant damage to its physical integrity.
- (d) Whether the proposed relocation area is compatible with the historical and architectural character of the building, structure, site or object.

Does this request involve the placement or erection of a sign on the property?

Yes No

If yes, the Historic Preservation Commission will consider the following criteria as relevant (Sec. 17.5.8 LUMC) and you are encouraged to provide written responses to these criteria on a separate page as a part of your application:

- (a) The sign makes a positive contribution to the general appearance of the street and area in which it is located.
- (b) The scale, size, and shape of the sign are proportional to the building on which they are placed or to which it pertains and the area in which it is located. To this end, the Historic Preservation Commission may find that a sign is out of character with the area or not proportional to the building, activity or use and may work with the sign permit applicant to reduce the scale, size or shape or placement of the sign or signs. However, the commission shall not have authority to limit the area of a sign to less than the maximum permitted by this Article, without agreement by the sign permit applicant.
- (c) The sign does not obscure architectural features of the building, and the design of the sign is integrated with the design of the building.
- (d) The sign is designed for and directed toward pedestrians rather than to vehicular traffic so that it can be easily and comfortably read standing adjacent to the business, activity, or use.
- (e) If the sign proposed is a wall sign, it establishes an appropriate rhythm to the façade.
- (f) The proposed sign is composed of materials that are compatible with the materials of the face of the building façade where it is placed or to which it pertains.
- (g) Design, lettering, and composition of the sign are compatible with the building.

CHECKLIST OF APPLICATION REQUIREMENTS: In addition to this form, have you submitted:

- Elevation drawings and color and material samples.
- Photographs. All sides of the existing building(s) or structure(s), and landscape(s) affected, and of existing building(s), structure(s), and landscape(s) on adjoining properties.
- Site plan and landscaping plan. Plot plan or site plan drawn to scale shall be submitted which shows all improvements affecting appearances, such as walls, walks, terraces, plantings, tree protection areas, accessory buildings, signs, lights, and other elements.
- Fee. A fee, as may be established by the city.

**PLANNING & DEVELOPMENT
CITY OF JEFFERSON
147 Athens Street
Jefferson, GA 30549
706/367-5011**

PUBLIC NOTICE REQUIREMENTS

The preservation ordinance requires that public notice must be given prior to all hearings for certificates of appropriateness as follows (Sec. 21.5.5 LUMC):

- (a) For major works, in writing to the applicant and abutting property owners.
- (b) For major works, by publication at least once in the form of an advertisement in a newspaper of general circulation within the city or the legal organ.
- (c) For major and minor works, by sign posted on the premises in a location clearly visible from a street.

As the applicant, you are required to post the sign and ensure that it remains in place during the entire proceeding. The sign must be placed on the property **within the specified time and in a conspicuous location. Failure to comply will result in a delay of your request.**

The purpose of the sign is to inform the public that an application has been filed. Legally, the Commission cannot consider a request until all public notice requirements have been met. If it is determined at any time during the proceeding that the sign has not been properly posted on the site, the Commission must table or delay the request. Commission/Council members and planning staff often visit the site and will look for the sign. Additionally, local citizens often report when a sign has not been posted.

The sign must be in a conspicuous location and clearly visible. The sign cannot be obstructed in any manner, placed too far from the road, or placed in such manner that would cause it to blend into the landscape.

The sign must remain posted during the entire proceeding. Should you find the sign missing or vandalized in any manner, contact the planning department so the sign can be replaced. When the proceeding is complete and final Commission action has occurred, the sign must then be removed from the property by the applicant.

THIS SIGN MUST BE POSTED NO LATER THAN _____

THIS AFFIDAVIT MUST BE SIGNED BY THE APPLICANT, DATED WITH THE DATE THE SIGN WAS CORRECTLY POSTED ON THE PROPERTY, AND RETURNED TO THE PLANNING DEPARTMENT NO LATER THAN _____.

If the affidavit is returned by mail, the envelope must be postmarked no later than the above-noted return date.

AFFIDAVIT

By my signature I, _____, hereby acknowledge that I have read and understand the sign posting requirements. I further certify that the required Public Notice Sign was posted on _____.
(Date)

Signed _____
(Signature)

Application No. HPC-COA _____

AUTHORIZATION OF PROPERTY OWNER
(complete this form only if the property owner is not the applicant)

I swear that I am the owner of the property which is the subject matter of the attached application, as shown in the records of Jackson County, Georgia.

Name of Owner(s) _____

Address _____

Telephone Number _____

Signature of Owner(s) _____

I authorize the person named below to act as applicant in the pursuit of an application for certificate of appropriateness for material change of appearance on this property.

Name of Applicant(s) _____

Address _____

Telephone Number _____

Personally appeared before me

who swears that the information contained
in this authorization is true and correct to
the best of his or her knowledge and belief.

Notary Public

Date

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs. The Standards (36 CFR Part 67) apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. Rehabilitation projects must meet the following Standards, as interpreted by the National Park Service, to qualify as "certified rehabilitations" eligible for the 20% rehabilitation tax credit. The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Source: <http://www.nps.gov/history/hps/tps/tax/rehabstandards.htm>

SUMMARY OF THE COA PROCESS
JEFFERSON HISTORIC PRESERVATION COMMISSION (HPC)
APPLICANT: KEEP THIS AND PLAN TO ATTEND THE PUBLIC HEARING

- After a complete application is received, it will be scheduled for public hearing before the Jefferson Historic Preservation Commission (HPC). The date and place of meeting are:

_____ Jefferson Historic Preservation Commission
(6:30 p.m. at the Jefferson Civic Center, 65 Kissam Street, Jefferson)

- Quad Cities Planning will posts signs on property
- Planning Staff of the Quad Cities may prepare a summary of the application. Upon completion of that summary, prior to the meeting before the HPC, you may request a copy of the summary. If received, review that report and contact the planning staff if you have any questions. The staff report will not provide a “recommendation” but it will contain certain findings which may or may not support your request.
- Attend the meeting of the Historic Preservation Commission and speak in favor of the application. Note: for more information on procedures, see Article 21, Chapter 5 of the Quad Cities Code <http://www.cityofjeffersonga.com/depts/PlanningDevelopment/> (go to QCPC LUMC) (requires Adobe Acrobat Reader)
- The Historic Preservation Commission shall approve or reject an application for a certificate of appropriateness within forty-five (45) days after the filing of a complete application. Failure of the Commission to act within the forty-five (45) day period shall constitute approval, and no other evidence of approval shall be needed. Where a mutual agreement has been made by the applicant and the Commission for an extension of the time limit, additional time may be taken (Sec. 21.5.7 LUMC).
- In the event the HPC rejects an application for a certificate of appropriateness, it shall state its reasons for doing so. The HPC may suggest alternative courses of action it thinks proper if it disapproves of the application submitted. If he or she so desires, the applicant may make modifications to the plans and may resubmit the application at any time after doing so. The denial of an application for a certificate of appropriateness shall be binding on the Zoning Administrator and, in such a case of denial, no development permit shall be issued by the Zoning Administrator and no building permit shall be issued by the Building Inspector (Sec. 21.5.10 LUMC).
- You will receive notice from the Zoning Administrator and HPC, which will transmit a record of such action and the reasons there for, in case of denial, to the applicant.
- If you have further questions, need to withdraw the application, or make additions to the application, please contact Quad Cities Planning & Development at 706-367-5011.