

**2023 SCHEDULE AND DEADLINES
FOR APPLICATIONS FOR A CERTIFICATE OF APPROPRIATENESS
CITY OF JEFFERSON HISTORIC PRESERVATION COMMISSION (HPC)**

Type App.	Latest Date of Pre-Application Meeting Suggested (1 week before deadline)	Deadline for Submission of Complete Application	Confirmation of Completeness: 5 Work Days Before Ad Deadline (Major) or Sign Posting Due (Minor)	Deadline to Send Ad to Newspaper	Legal Ad Runs in Newspaper; Notice to Adjacent Property Owners (Wed.)	Last Day Sign Must be Posted on Property (post on or before)	HPC Meeting Date (2 nd Thursday @ 6:30 p.m.)
Minor	Dec. 7	Dec. 14	Dec. 21	n/a	n/a	Jan. 4	January 12
Major	Dec. 7	Dec. 14	Dec. 21	Dec. 23	Dec. 28	Jan. 3	
Minor	Dec. 30	Jan. 6	Jan. 13	n/a	n/a	Jan. 31	February 9
Major	Dec. 30	Jan. 6	Jan. 13	Jan. 20	Jan. 25	Jan. 31	
Minor	Jan. 30	Feb. 6	Feb. 13	n/a	n/a	February 28	March 9
Major	Jan. 30	Feb. 6	Feb. 13	Feb. 20	Feb. 27	February 28	
Minor	March 3	March 10	March 17	n/a	n/a	April 4	April 13
Major	March 3	March 10	March 17	March 24	March 29	April 4	
Minor	March 31	April 7	April 14	n/a	n/a	May 2	May 11
Major	March 31	April 7	April 14	April 21	April 26	May 2	
Minor	April 28	May 5	May 12	n/a	n/a	May 30	June 8
Major	April 28	May 5	May 12	May 19	May 24	May 30	
Minor	June 3	June 10	June 16	n/a	n/a	July 3	July 13
Major	June 3	June 10	June 16	June 23	June 28	July 3	
Minor	June 30	July 7	July 14	n/a	n/a	Aug. 1	August 10
Major	June 30	July 7	July 14	July 21	July 26	Aug. 1	
Minor	July 28	Aug. 4	Aug. 11	n/a	n/a	Sept. 5	September 14
Major	July 28	Aug. 4	Aug. 11	Aug. 18	Aug. 23	Sept. 5	
Minor	Sept. 1	Sept. 8	Sept. 15	n/a	n/a	Oct. 3	October 12
Major	Sept. 1	Sept. 8	Sept. 15	Sept. 22	Sept. 27	Oct. 3	
Minor	Sept. 29	Oct. 6	Oct. 13	n/a	n/a	Oct. 31	November 9
Major	Sept. 29	Oct. 6	Oct. 13	Oct. 20	Oct. 25	Oct. 31	
Minor	Oct. 27	Nov. 3	Nov. 10	n/a	n/a	Nov. 29	December 14
Major	Oct. 27	Nov. 3	Nov. 10	Nov. 17	Nov. 22	Dec. 5	

“Major:” demolition or relocation of a building, structure, or part thereof, or which involves an addition of building space to a building or structure; or any grading, land disturbance, and/or paving or improvement for additional parking involving five or more parking spaces or 2,000 square feet or more of area.

“Minor:” All signs; any other material change in appearance not meeting definition of “major.” Major applications require a public hearing by the Historic Preservation Commission and written notice to abutting property owners in addition to the sign and newspaper notice.

“Complete application:” Typically includes: application form, elevation drawings, color and material samples, photographs of structures on adjoining properties, site plan, and landscaping plan, fee (must be paid at time of application – the application fee is nonrefundable). Contact zoning administrator for additional information. Submit all materials in hard copy; e-mailed applications are normally not accepted.

Required fees: Minor: \$70.00. Major: \$275.00. Exemption letter: \$25.00. (Reference Resolution 19-17). Make checks payable to “City of Jefferson.” The city may take credit card payment by phone: 706-367-5011 ext. 1. Visa and Master Card are accepted.

Application form: Download from www.cityofjeffersonga.com, then go to the “business” tab, then select “forms and permits,” then select “application for certificate of appropriateness.” Select proper form: sign, minor, or major.

Reply to: Planning and Development, City of Jefferson, 147 Athens Street, Jefferson, GA 30549