



Application for Certificate of Appropriateness Jefferson Historic Preservation Commission (Sign)



The applicant must complete all information on this form or in an attachment. 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 Applied: _____ Date of Pre-Application Conference (encouraged but not required): _____

Applicant and Property Owner Address and Contact Information

Applicant: _____ Address: _____ _____ Phone: _____ Fax #: _____ Email: _____	Property Owner: _____ Address: _____ _____ Phone: _____ Fax: _____ Email Address: _____
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Property Information

Name of Historic District: _____

Existing Zoning District: _____

Existing Use of Property: _____

Proposed Use: _____

Tax Map/Parcel Number: _____ **Acreage:** _____

Property Address: _____

Subdivision Name : _____ **Lot #:** _____

Requested Certificate:

Describe your request: _____

For applications for Certificates of Appropriateness involving signs, the Historic Preservation Commission will consider the following criteria. Please provide written response to these criteria below or on a separate page:

- (a) The sign makes a positive contribution to the general appearance of the street and area 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 the authority to limit the area of a sign to less than the maximum permitted by 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.

Additional Justification for the Requested Certificate

In passing judgement 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 several criteria, including but not limited to the following. 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 any adopted design guidelines for historic districts or historic properties. Design guidelines can be found at: www.cityofjeffersonga.com/hpc at the bottom of the page.

Consistent?		Guidelines for Signage in Historic Districts
Yes	No	
		Signs in historic districts should reflect the overall character of the district.
		Historic signs should be preserved and maintained.
		New signs should use traditional materials such as wood, glass, copper, or bronze letters.
		Plastic, plywood, or unfinished wood are inappropriate materials for signs.
		Buildings should not have more than two signs, except signs painted onto windows.
		Signs should not have more than two or three colors, and the colors should be coordinated to the building.
		Traditional and appropriate lettering styles should be used.
		Letters should not be greater than 18 inches high and should not cover more of the sign area than allowed by code.
		The size of the sign should be in proportion to the building but in no case larger than that which is allowed by code.
		Signs which resemble logos or symbols for businesses are appropriate and encouraged.
		Signs should be in traditional locations, including beltcourses, upper façade walls, in windows, or projecting the building.
		Signs located on upper façade walls should not exceed that which is allowed by code.
		Hardware and mounting brackets for signs should be anchored into the mortar in order to prevent damage to the masonry.
		Lighting for signs should be concealed and appropriate. Spot or up-lit lighting is appropriate.
		Internally lit signs are not appropriate.
		Signs should not imitate styles that are not appropriate to Jefferson, including colonial and gothic.

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

- (c) 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.

- (d) **The proposed material change(s) in appearance's overall effects on the aesthetic, historic, or architectural significance and value of the historic property or district.**
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The following items need to be submitted in addition to the application for a valid submittal:

- ☐ Sign permit application and permit fee.
- ☐ Elevation drawings and color and material samples.
- ☐ Site Plan and Landscape Plan: Plot plan or site plan drawn to scale which shows the location of the proposed sign(s).
- ☐ Certificate of Appropriateness Application Fee: Fee amount can be found [here](#). Make checks payable to the City of Jefferson.

Upon completion of the application it may be submitted to the planning office located at 147 Athens Street, Jefferson, GA 30549. Failure to provide the requested information and documentation will result in refusal of the application.

Authorization of Property Owner

(required only owner is someone other than 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: _____

Contact Number: _____

Email Address: _____

Signature: _____

I authorize the person name 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: _____

Contact Number: _____

Email Address: _____

State of Georgia
County of _____

_____ personally appeared before me this _____ day of _____, 20____
And swears that the information contained in this authorization is true and correct to the best of his or her knowledge and belief.

Signature of Notary Public

SEAL

Notary Public, State of Georgia
My commission expires: _____