

Application for a Certificate of Appropriateness (COA) to the City of Thomson Historic Preservation Commission for a proposed change to a property with a local historic district

PROPERTY INFORMATION

Property Address: _____

Property Owner: _____

NOTE: If applicant is not the owner, the applicant must provide written permission from the owner and owner's contact information.

APPLICANT INFORMATION

Applicant Name: _____ Telephone: _____

Mailing Address: _____

PROJECT INFORMATION **BE SURE TO COMPLETE THE BACK OF FORM!**

Type of project (check all that apply):

Construction

- New Building Addition to building Minor exterior change
 Major building restoration, rehabilitation, or remodeling

Site changes

- Parking area(s), driveway(s), or walkway(s)
 Fence(s) or wall(s) Sign(s) Mechanical system(s)
 Non-temporary site feature(s): (e.g. satellite dishes, pools, lighting, arbors, gazebos, etc.)

Demolition or Relocation

- Primary building Outbuilding Site feature

PLEASE NOTE

Application requirements:
Applications **must include support materials** noted on the reverse to be considered complete. **Incomplete applications will not be reviewed.**

Application Deadline:
Applications are due at City Hall ten (10) days prior to a regular HPC meeting.

Application Representation:
Applicants or a representative **must attend** to answer questions which may arise and if unanswered could result in denial of the application.

OFFICE ONLY

Date
Received:

IMPORTANT NOTE Work must be completed as presented and approved.

If modifications or amendments become necessary, such changes must be presented to and approved by the Historic Preservation Commission prior to beginning work on any aspect of said modification or amendment.

REQUIRED MATERIALS

The following materials are required for a complete application. Incomplete applications will NOT be reviewed. Photographs will be taken by HPC staff at the applicant's request (see below).

New Buildings and Additions

- ♣ description of project
- ♣ site plan
- ♣ architectural elevations
- ♣ floor plan
- ♣ description of materials
- ♣ photographs of proposed site

Major Restoration, Rehabilitation, or Remodeling

- ♣ architectural elevations or sketches
- ♣ description of project
- ♣ description of materials
- ♣ photographs of existing building

Minor Exterior Changes

- ♣ description of project
- ♣ description of materials
- ♣ photographs of existing building

Site changes: parking, drives, and walks

- ♣ site plan or sketch of site
- ♣ description of materials
- ♣ photographs of site

Site changes: fences, walls, and other site features

- ♣ site plan or sketch of site
- ♣ architectural elevations or sketches
- ♣ description of materials
- ♣ photographs of site

Site changes: signs

- ♣ architectural elevation or sketch (for signs located on the building)
- ♣ site plan or sketch of site (for free standing signs)
- ♣ description of materials and illumination

DESIGN GUIDELINES

The HPC uses the *Secretary of the Interior's Standards* to make informed decisions. Copies are available on the City of Thomson web site at www.thomson-mcduffie.net

PROJECT AND MATERIALS DESCRIPTION

(add additional sheets as necessary)

REQUEST FOR PHOTOGRAPHS

As part of this application, I request photographs pertinent to this project be taken of my property. I hereby grant access to the City of Monticello Historic Preservation Commission staff to my property (exterior only) to take these photographs.

Signature: _____

Date: _____