



Application for a Certificate of Appropriateness (COA)

to the City of Thomson Historic Preservation Commission for a proposed change to a property within a local historic district. (rev. 02/2009)

PROPERTY INFORMATION

Property Address: _____

Property Owner's Name: _____ Email Address: _____

Primary Telephone: _____ Mobile Telephone: _____

Mailing Address: _____
street city state zip code

APPLICANT INFORMATION

CONTRACTORS PLEASE NOTE: Contractors submitting an application on behalf of a property owner must provide a signed statement from the property owner granting permission to apply for a COA on their behalf. (See page 2 for statement.)

Applicant's Name: _____ Email Address: _____

Primary Telephone: _____ Mobile Telephone: _____

Mailing Address: _____
street city state zip code

PROJECT INFORMATION

BE SURE TO COMPLETE BOTH PAGES OF THIS APPLICATION

Type of project (check all that apply):

Construction

- Major building restoration, rehabilitation, or remodeling
- Addition to building
- New building
- New roof
- Roof repair
- Minor exterior change

Site changes

- Sign(s)
- Fence(s) or wall(s)
- Mechanical system(s)
- Parking area(s)
- Driveway(s) / walkway(s)
- Permanent exterior feature(s): (e.g. satellite dishes, pools, lighting, arbors, gazebos, etc.)

Demolition

- Primary building
- Outbuilding

Relocation

- Primary building
- Outbuilding

DEADLINE, REPRESENTATION & REQUIREMENTS

APPLICATION REQUIREMENTS:

Applications **must** include supporting materials listed on page 2 (reverse) to be considered complete. **Incomplete applications will not be reviewed.**

APPLICATION DEADLINE: To expedite your application, it is due to the Thomson-McDuffie County Planning & Zoning office about 37 days prior to a regular HPC meeting. The HPC meets the first Monday of each month except July and December at the McDuffie Museum, 121 Main Street, at 5:30 p.m.

Applications must be submitted to the attention of: HPC Staff Coordinator by one of the following delivery methods:

- Hand-delivered to Planning & Zoning, 504 Railroad Street
- Faxed to (706) 595-4204
- Emailed to mmclendon@thomson-mcduffie.net

APPLICATION REPRESENTATION:

Applicants (or a representative) must attend HPC meeting when application is reviewed in order to answer questions which may arise:

FOR OFFICE USE ONLY

Date received:

Time received:

Received by:

Planning & Zoning Review: _____

Docket number:

Residential Commercial

Staff-Approved? Yes No

HPC Review date:

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 or HPC Coordinator 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.

New construction and additions:

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

Major restoration, rehabilitation, or remodeling:

- architectural elevations and sketches
- description of project
- description of materials
- photographs of existing building

Minor exterior changes and roof work:

- description of project
- description of materials
- photographs of site

Site Changes:

(parking areas, driveways, walkways, fences, walls, mechanical systems, landscaping, and other permanent site features)

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

Demolition and relocation:

- site plan or sketch of site
- description of materials
- photographs of site and building before move

Signage:

- architectural elevations and sketches *(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* and the *Thomson Design Guidelines* to make informed decisions. Copies of the *Design Guidelines* are available free of charge at the Planning & Zoning Office, HPC Coordinator's Office at the McDuffie Museum, or on the Thomson-McDuffie County website: <http://www.thomson-mcduffie.com>

PROJECT AND MATERIALS DESCRIPTION

Provide a description of your project and your materials. *Please attach additional paperwork, photographs, and samples as needed.*

PROPERTY OWNER APPROVAL AND PERMISSIONS

I grant permission to the contractor listed on this application to apply for a Certificate of Appropriateness (COA) on my behalf; and acknowledge that they must provide all necessary items for the COA review on my behalf.

Property owner's signature: _____

Date: _____

Contractor's Signature as representative: _____

Date: _____

I hereby grant access to the City of Thomson Historic Preservation Commission staff to my property (exterior only) to examine the work site and place notice signage.

Property owner's signature: _____

Date: _____