



**CITY OF GAINESVILLE  
APPLICATION CHECKLIST  
CERTIFICATE OF APPROPRIATENESS**

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**General Information:**

- Pre-conference with Community Development Department Staff
- Application Form (completed, including "Owner Authorization Form")
- Scheduled Appointment with Community Development Department Staff to Submit Complete Application

**Building Change(s) or Construction: New Building, Addition, Rebuild/Restoration/Rehabilitation/Remodel**

- Written Description of Proposed Work Project & Materials (page 4 of this application packet)
- Plat/Boundary Survey
- Photographs of Existing Building & Site
- Architectural Drawings of All Elevations (10 sets of copies if drawn in color or if on large size paper, and one 8.5 x 11 size reproducible copy...**OR** one 11 x 17 scaled copy). Architectural drawings stamped by a registered architect are required **if the building or addition exceeds 5,000 square feet in size.**
- Floor Plan (10 scaled, folded copies and one 8.5 x 11 size reproducible copy...**OR** one 11 x 17 scaled copy)
- Concept Plan (10 scaled, folded copies and one 8.5 x 11 size reproducible copy...**OR** one 11 x 17 scaled copy)
- Landscape Plan (either as a part of Concept Plan or as a separate plan)
- Documentation of Earlier Historic Appearance (**restoration** only)

**Demolition or Relocation of Buildings**

- Written Description of Proposed Work Project & Materials (page 4 of the application packet).
- Plat/Boundary Survey
- Photographs of Existing Building & Site
- Pre- Plans (includes as-built conditions, floor plan, landscape plan, & architectural elevations stamped by architect)
- Post- Plans (includes concept plan, floor plan, landscape plan & architectural elevations stamped by architect)
- Structural engineer/architect's report demonstrating structural instability or deterioration (Must detail physical description of structure and site, reasons for why rehab is not feasible, cost estimates for rehab vs. demolition, and future action to take place on the site)
- If undue hardship involves economic reasons, financial analysis indicating how compliance imposes undue economic hardship.

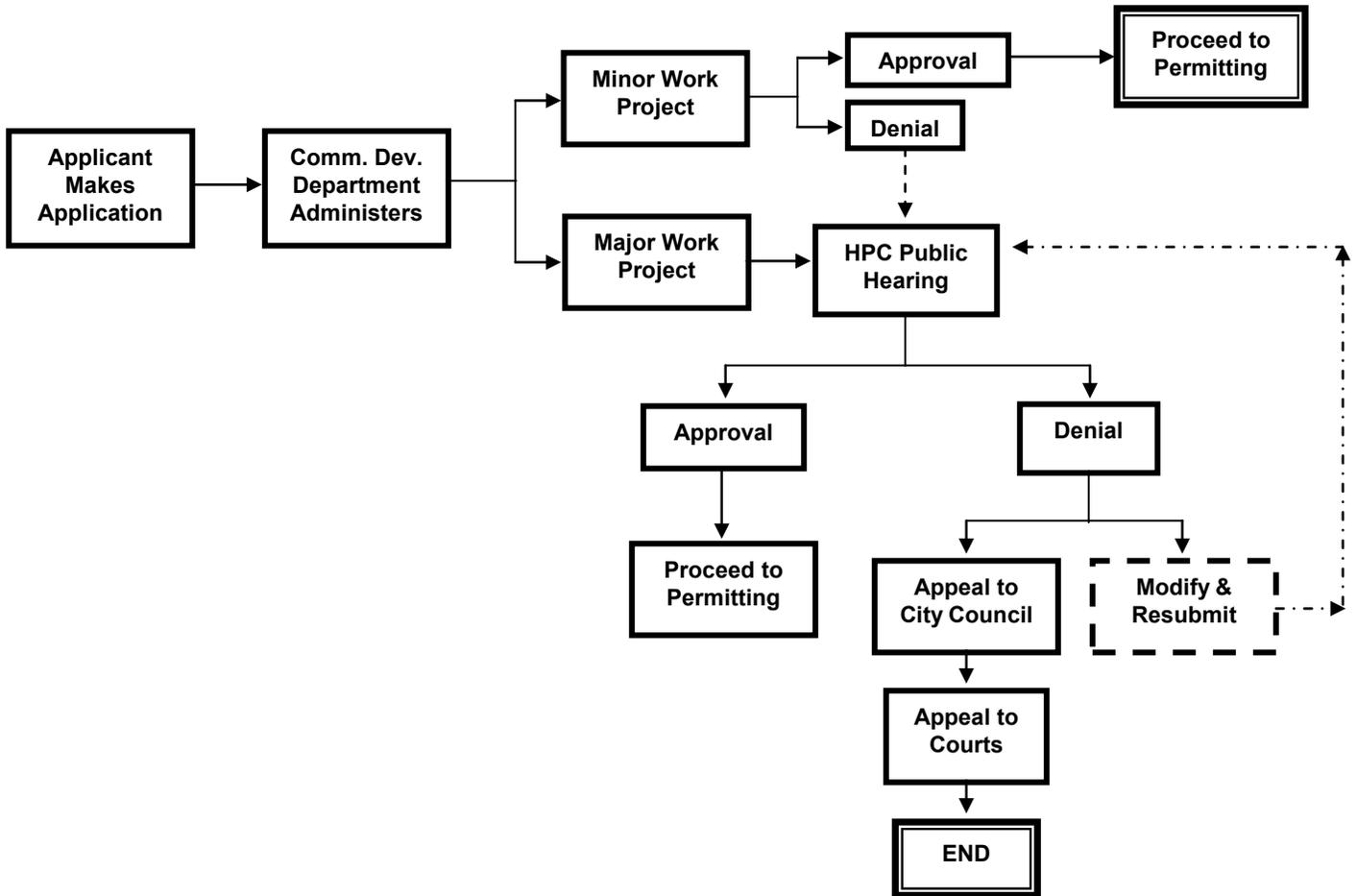
**Site Change(s): Signs, Parking Lots/Driveways/Walkways, & Fences/Walls/Systems**

- Written Description of Proposed Work Project & Materials (page 6 of this application packet)
- Plat/Boundary Survey
- Photographs of Existing Building & Site
- Architectural Drawings (10 scaled, folded copies and one 8.5 x 11 size reproducible copy...**OR** one 11 x 17 scaled copy)
- Concept Plan & Landscape Plan (10 scaled, folded copies and one 8.5 x 11 size reproducible copy...**OR** one 11 x 17 scaled copy)

**Minor Work Project**

- Written Description of Proposed Work Project & Materials (page 4 of this application packet)
- Plat/Boundary Survey
- Photographs of Existing Building & Site
- Architectural Drawings (2 sets of copies if drawn in color or if on large size paper)
- Concept Plan & Landscape Plan (2 scaled, folded copies and one 8.5 x 11 size reproducible copy if larger than 11 x 17)
- Report from Certified Arborist (**only** if removing existing mature trees)

# Overview of COA Process





**CITY OF GAINESVILLE**  
**APPLICATION FOR HISTORIC PRESERVATION ACTIONS**  
**CERTIFICATE OF APPROPRIATENESS**

|                                  |                                   |   |                   |
|----------------------------------|-----------------------------------|---|-------------------|
| <b>FOR STAFF USE ONLY:</b>       |                                   |   |                   |
| Request:                         | _____ Major Work _____ Minor Work | Type:                                     | _____             |
| Date Complete Application Filed: | _____                             | Historic Preservation Commission Meeting: | _____             |
| Application Fee:                 | _____ Cash _____                  | Check No. _____                           | Receipt No. _____ |
| Application Taken By:            | _____                             |   | Date: _____       |

**Applicant**

|                                |  |
|--------------------------------|--|
| Name                           |  |
| Address                        |  |
| City/State/Zip                 |  |
| Phone                          |  |
| Fax                            |  |
| Email                          |  |
| Status (owner, occupant, etc.) |  |

**Property Owner**

|                |  |
|----------------|--|
| Name           |  |
| Address        |  |
| City/State/Zip |  |
| Phone          |  |
| Fax            |  |
| Email          |  |

**Site Information**

|   |  |                              |  |
|---|--|------------------------------|--|
| Location/Street Address:  |  | Ward No:                     |  |
| Tax Parcel Number(s):   |  | Zoning:                      |  |
| Local Historic District:  |  | Lot Size:                    |  |
| Current Use:  |  |                              |  |
| Proposed Use:   |  |                              |  |
| Brief Description of Proposed Project: (e.g. addition of sunroom) |  |                              |  |
|   |  |                              |  |
| Start Date:   |  | Anticipated Completion Date: |  |
| Contractor/Consultant/Architect:                                  |  |                              |  |

**Work Project Information (Check all that apply)**

| <b>Building Change(s) or Construction</b> |  |
|---|--|
| <input type="checkbox"/>                  | New Building                                     |
| <input type="checkbox"/>                  | Addition to Building                             |
| <input type="checkbox"/>                  | Rebuild, Restoration, Rehabilitation, or Remodel |
| <input type="checkbox"/>                  | Other (explain):                                 |

| <b>Site Change(s)</b>    |   |
|--------------------------|---|
| <input type="checkbox"/> | Demolition or Relocation of Building(s)     |
| <input type="checkbox"/> | Fence(s), Wall(s), Landscaping, Parking Lot |
| <input type="checkbox"/> | Signs                                       |
| <input type="checkbox"/> | Other (explain):                            |

**Supporting Documents Required for Submittal (Review the attached document checklist)**

|                          |   |                          |   |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Written description of proposed project   | <input type="checkbox"/> | Concept plan (scaled)   |
| <input type="checkbox"/> | Description and/or sample of materials    | <input type="checkbox"/> | Landscape plan (either part of concept plan or separate plan)           |
| <input type="checkbox"/> | Plat/boundary survey                      | <input type="checkbox"/> | Documentation of earlier historic appearance ( <b>restoration</b> only) |
| <input type="checkbox"/> | Photographs                               | <input type="checkbox"/> | Pre- & Post-Plans for Relocation or Demolition                          |
| <input type="checkbox"/> | Architectural/sign/fence or wall drawings | <input type="checkbox"/> | Structural Engineer/Architect Report and/or Financial Analysis          |
| <input type="checkbox"/> | Floor plan (scaled)                       | <input type="checkbox"/> | Other (specify):  |



**CITY OF GAINESVILLE  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

**PROPERTY OWNER AUTHORIZATION**

*As the owner of the subject property, I hereby authorize the person named below to act on my behalf as Applicant in the pursuit of a Certificate of Appropriateness for this property.*

|                                |  |
|--------------------------------|--|
| Applicant's Name, if not Owner |  |
|--------------------------------|--|

**OWNER INFORMATION CERTIFICATION**

*I swear that I am the owner of the property which is the subject matter of this application, as shown in the records of Hall County, Georgia. My signature grants permission to the City of Gainesville, Community Development Department staff, Gainesville Historic Preservation Commission and City Council (if applicable) to visit my property during the review of this request for a Certificate of Appropriateness.*

|                           |  |
|---------------------------|--|
| Name of Owner             |  |
| Owner's Address           |  |
| City / State / Zip Code   |  |
| Owner's Phone Number      |  |
| Owner's Cell Phone Number |  |

**NOTARY PUBLIC CERTIFICATION**

Personally appeared before me the following:

\_\_\_\_\_  
Signature of Property Owner

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

**In the event there is more than one property owner, a separate Property Owner Authorization page must be completed by each property owner.**



**CITY OF GAINESVILLE**  
**APPLICATION FOR HISTORIC DESIGNATION**

**REQUIREMENTS FOR CERTIFICATE OF APPROPRIATENESS**

*The City of Gainesville Unified Land Development Code Section 9-8-8-7 requires that a Certificate of Appropriateness be obtained from the Gainesville Historic Preservation Commission prior to obtaining a building permit for altering the exterior appearance of any structure located within a local historic district or located upon a site that has been locally designated as historic.*

1. An application for a Certificate of Appropriateness and all required supporting documents must be filed with the Community Development Department prior to the stated submission deadline date.
2. The Gainesville Historic Preservation Commission shall hold a public hearing on said application for Certificate of Appropriateness **within forty-five (45) days of receipt of a complete application**, as determined by the Community Development Department staff. Following the public hearing, the Commission shall approve the request as proposed, approve it with modifications, or deny the request.
  - a) **Approval:** The Commission shall approve the application and issue a Certificate of Appropriateness if it finds that the proposed material changes in the exterior appearance would not adversely affect the historical, architectural, aesthetic, cultural or environmental character or value of the historic district or individual properties within a historic district. In making this determination, the Commission shall consider the following, in addition to other pertinent factors:
    - 1) The historical, environmental and architectural value and significance;
    - 2) The architectural style; general design and arrangement, texture and material of the architectural features involved; and
    - 3) The relationship thereof to the exterior architectural style and pertinent features of other structures located in the immediate vicinity.
  - b) **Denial:** The Commission shall deny a Certificate of Appropriateness if it finds that the proposed material changes in exterior appearance would adversely affect the historical, architectural, aesthetic, cultural or environmental character or value of the historic district or individual properties located within a historic district. ***If the Commission denies the request for a Certificate of Appropriateness, no building permit shall be issued in those cases in which a material change would require the issuance of a building permit.***
3. **Deadline for Action:** Notice of the issuance or denial of a Certificate of Appropriateness will be sent to the owner and applicant. Failure of the Commission to hold a public hearing and act upon the request within forty-five (45) days of the date of a **complete** application is received will constitute approval of the Certificate of Appropriateness.
4. A Certificate of Appropriateness, if granted, expires unless construction is commenced within six (6) months of the date of issuance. A Certificate of Appropriateness is issued for a period of 18 months and is renewable upon a showing of cause. Work performed pursuant to an issued Certificate of Appropriateness shall conform to the requirements of such certificate; otherwise, a stop-work order will be issued.
5. Any person adversely affected by any determination made by the Commission relative to the issuance or denial of a Certificate of Appropriateness may appeal such determination to City Council. The City Council may approve, modify or deny the determination made by the Commission if City Council finds that the determination is unfounded by the provisions of this Ordinance and are contrary to applicable law. Any such application shall include the reasons why the determination or decision is unsupported by the provisions of the Ordinance and are contrary to applicable law. Any such appeal must be filed within fifteen (15) days after notification is sent of the determination. Appeals of a decision of the City Council may be taken to a court of competent jurisdiction in the manner provided by law.

**Applicant(s)** \_\_\_\_\_

**Date** \_\_\_\_\_

**CITY OF GAINESVILLE**  
**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

**PUBLIC NOTICE REQUIREMENTS**

**NOTE:** This form is to be given to the applicant after it has been read and the *Applicant's Certification* section of Page 2 of this application has been signed.

**City of Gainesville Unified Land Development Code Section 9-23-3-5 requires public notice be given on all applications for a Certificate of Appropriateness as follows:**

1. A **legal advertisement** shall be published in the local newspaper at least fifteen (15) days prior to the date of the regularly scheduled public hearing.
2. A **public notice sign** shall be placed in a conspicuous location on the subject property at least fifteen (15) days prior to the date of the regularly scheduled public hearing.
3. A **written notice** of the public hearing shall be mailed to the owner and occupant(s) of the subject property and to owners of property or properties located within the locally designated district, or owners of property adjoining the locally designated individual landmark. The said notice letters shall be sent via United States Mail no less than fifteen (15) days prior to the regularly scheduled public hearing.

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**All abovementioned notice requirements are performed by the Community Development Department staff.**

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**As the applicant,** you are responsible for ensuring the **public notice sign** remains on the site during the entire application process. The Community Development Department staff will prepare and place a sign (or signs) for you, at least fifteen (15) days prior to the regularly scheduled meeting. It will then be your responsibility to see that the sign (or signs) remain posted until final action is taken by the Historic Preservation Commission.

The purpose of the public notice sign is to inform the surrounding property owners that an application has been filed. Placement of the sign in a manner that is not clearly visible violates the requirements. Failure to place the sign in a conspicuous location will result in your request being tabled until the sign is posted as required. Failure to ensure the sign remains posted on the site during the entire application process means there will be a delay in the hearing date set for your request. Legally, the City cannot consider a request until proper notice has been given. If it is determined at any time during the application process that the public notice sign is not properly placed on the site, the Gainesville Historic Preservation Commission has no choice but to table the request, even if there is no opposition to the application. Many of the Commission members, as well as the Community Development Department staff, visit the sites and will be looking for the sign. Additionally, local citizens – particularly those who receive notice letters – often report when a sign is not visible. The Gainesville Historic Preservation Commission will **NOT** consider your request until it is satisfied that proper public notice has been given.

**The sign(s) must remain in place during the entire application process. If any problem arises in regard to the sign, notify the Community Development Department immediately by calling 770-531-6570 so the sign can be replaced. Failure to report problems with the sign can result in a delay.**

When the application process is complete and final action has been taken by the Gainesville Historic Preservation Commission, it is the **responsibility of the applicant** to remove and discard the sign(s).