

Historic Preservation
Commission
(HPC)
APPLICATION



Department of Planning and Development

Historic Preservation Division

525 Telfair Street

Augusta, GA. 30901

706.821.1796

Only Completed Applications will be accepted

(HPC) (COA) Certificate of Appropriateness Application



INSTRUCTIONS

Application Requirements: Each application for a Certificate of Appropriateness (COA) shall be filed with the Augusta Historic Preservation Commission (HPC) and shall include the items listed below.

No application will be reviewed or placed on the HPC meeting agenda unless all requirements are met.

- A completed COA application form
- All required supporting documentation (see checklist with the application)
- Application Fee (make check payable to the Augusta-Richmond County Planning Commission)
- *A post demolition plan is required with all COA applications for demolition

TYPE OF PROJECT	APPLICATION FEE
(COA) Certificate of Appropriateness - Staff Level Review	\$25.00
HPC remodeling & additions for accessory structure	\$100.00
Minor Renovation	\$100.00
Commission Approval, Major Renovations *Demolition and new Construction over 200 sq. ft.	\$200.00

Application Deadline: At least 17 days before the monthly HPC meeting. The deadline usually falls on the first Monday of each month. Application and supporting documentation (written description, photographs, drawings, materials to be used, etc.) must be presented to the Staff of the Augusta Planning and Development Dept. at 525 Telfair Street, Augusta GA 30901.

HPC Meeting Date: The Fourth Thursday of each month, except in November and December when the HPC meets on the Third Thursday of the month. Meeting time is 5:30 P.M. Meeting locations may vary and will be noted on the agenda published at the home page for Augusta Planning and Development Department under Meeting Minutes and Agendas and Minutes.

Appeals: Appeals of HPC decisions can be made to the Augusta Commission. Appeals must be filed with the Clerk of Commission (706-821-1820) within 15 days of the decision by the HPC.

Staff Level Review: HPC staff can review certain types of minor projects. Application forms must be complete and include enough information (written description, photographs, drawings, materials to be used, etc.) to describe the project and show its effect on the property.

A list of possible staff approved projects can be found on the Planning and Development web page at www.augustaga.gov.



(COA) Certificate Of Appropriateness

(for office use only)

APPLICATION #: _____

APPLICATION DATE: _____

APPROVED DATE: _____

DENIED DATE: _____

STAFF APPROVAL

COMMISSION APPROVAL

STAFF SIGNATURE: _____

Tax Map & Parcel #: _____ Zoning: _____

PROPERTY DESCRIPTION:

Location: _____

PROJECT TYPE: Demolition New Construction
 Addition Rehabilitation Other

(Staff Approval Stamp)

PROJECT DESCRIPTION:

Applicant Name: _____ Phone: _____

Address: _____

Property Owner's Name: _____ Phone: _____

Address: _____

SIGNATURE OF APPLICANT: _____
SIGNATURE OF OWNER: _____
DATE: _____

PROPOSED WORK:

Please refer to the COA checklist to determine what information to submit for the project being proposed. It is in the interest of both the applicant and the Historic Preservation Commission that all required information be submitted. Lack of information will delay review of the application.



**NOTE: APPLICATION IS VOID IF WORK IS NOT STARTED
WITHIN SIX (6) MONTHS OF APPROVAL DATE**

COA Criteria Checklist

Not all information listed below is required for each project. In order to save time and effort, please consult with the Historic Preservation Planner prior to completing your application.

1. **SIGNS:** (Signs less than 3 square feet do not require review by the Historic Preservation Commission.)

- Dimensional elevation identifying materials, colors (include samples), lettering style and wordage;
- Description of lighting (if applicable);
- Designation of location (for fascia sign show how and where it will be attached; for freestanding sign show height above ground, clearance and distance;
- Photographs of sign location from all directions.

2. **REMODELING AND ADDITIONS:**

- Elevation drawings indicating proposed alterations. Minimum scale: 1/4" = 1'0". (Architectural rendering may be required for major alterations. Please consult Planning & Development staff.) Make sure to include door and window design, if altered, Manufacturers catalog data may be used if, applicable.
- Exterior material description;
- Site plan showing dimensions of lot and location of existing building(s) on lot, location of additions, dimensions of existing structure and additions. (Show use of addition and location of windows and doors if application.);
- Photograph or slide of existing conditions from all elevations;
- Historic photographs should accompany any request to return a structure to an earlier historic appearance;

3. **MATERIAL CHANGES:**

- Written description of area involved;
- Color photographs or slides of areas involved and surrounding structures if applicable;
- Sample or photo of materials involved. (Color samples are optional.)

COA Criteria Checklist



4. ACCESSORY USES:

Parking Areas:

- ___ Site plan showing layout, number of spaces, dimensions and location of screening;
- ___ Indicate height and design and materials of walls and fences; indicate type of vegetation. Include material samples if applicable;
- ___ Description of surface materials.

Fences and Walls:

- ___ Site plan showing location of fence / wall;
- ___ Sketch or photograph showing design of fence/wall, material and height;
- ___ Photograph or slide of area to be fenced/walled and adjacent structure.

Walks, Satellite Dishes and Other Landscape Features:

- ___ Site plan showing location and layout;
- ___ Photograph or slide of area affected;
- ___ Description of materials and design.

5. DEMOLITION:

- ___ Document that a building classified as historic is incapable of earning an economic return on its value, as appraised by a qualified real estate appraiser;
- ___ Proposed use of site after demolition;
- ___ Color photograph or slide of structure to be demolished.

6. RELOCATION:

- ___ Photograph or slide of existing structure(s) on existing site;
- ___ Photograph or slide of proposed site and map of location;
- ___ Reasons for request to move structure.



COA Criteria Checklist

7. PARKS, MONUMENTS, FOUNTAINS:

- Site plan showing location of monuments dimensions. Location of screening and plantings;
- Indicate type of vegetation;
- Surface materials of paths, seating areas.

8. NEW CONSTRUCTION:

- Elevation drawings, minimum scale: 1/4" = 1'0", showing all sides and dimensions. Elevation drawings in scale showing relationship to structures immediately adjacent;
- Photograph or slide of proposed site and adjoining properties;
- Site plan showing building footprint and location of off-street parking. Include number of spaces, surface material, screening and all other information required under parking areas;
- Floor plan showing setbacks and other exterior features such as steps, door swings, windows and texture samples;
- Material list including door and window styles, colors (optional) and texture samples;
- Scale model indicating significant detail. (This may be required for major construction. Please consult Planning & Development staff.)

GENERAL REQUIREMENTS:

- Location / address of work to be done.
- Zoning classification
- Proposed starting date of work.
- Tax Parcel Number

Any questions concerning application procedures should be directed to the staff of the Augusta Historic Preservation Commission at the Augusta Planning & Development Department, 525 Telfair Street, Augusta, Georgia, and (706) 821-1796.



Staff Approvals for Certificate Of Appropriateness

Augusta Historic Preservation Commission staff may issue a Certificate of Appropriateness (COA) for the approval, or approval with conditions, of the following types of projects. Staff is not required to grant this review and can forward the projects listed below for review by the Historic Preservation Commission.

1. Reroofing Materials - Proposed project involves the use of reroofing materials provided that no other significant alterations (i.e. removal of architectural features, dormers, chimneys), are proposed. Proposed replacement materials must be the same as existing materials or the same as the documented original roofing materials.

2. Backyard Fence - Proposed project involves the construction of backyard fences provided that 1) the property is not a corner lot and 2) the proposed fence is of appropriate height and materials in accordance with the appropriate design guidelines for the historic district the property is located in and with the Comprehensive Zoning Ordinance.

3. Backyard Decks - Proposed project involves the construction of backyard decks provided that the decks do not require the alteration of the existing building, or structure, and provided that the proposed deck is not visible from the street.

4. Removal of Artificial Siding - Proposed project involves only the removal of asbestos, aluminum, vinyl or other artificial siding.

5. Removal of Non-historic Walks, Steps, & Walls - Proposed project involves only the removal of non-historic concrete block walks, steps and walls.

6. Installation or Replacement of Backyard Walks & Entry Steps - Proposed project involves the construction of backyard walks, sidewalks and entry steps provided the materials conform to the relevant design guidelines for the historic district the property is located in.

Staff may issue a Certificate of Appropriateness (COA) for any rear yard site work, including construction of pools, except on corner lots.

7. Removal of Non-historic Detached Accessory Structures - Proposed project involves only the removal of detached accessory structures that are not architecturally or historically significant.

8. Minor Rehabilitation Projects - Proposed project involves the rehabilitation of exterior walls, porch components, doors, windows, and trim, provided the work is done in accordance with the applicable design guidelines.

9. Small Rear Additions - Proposed project involves the construction of rear additions not exceeding *ten percent (10%)* of the existing square footage of the principal structure, provided the location, design, and materials conforms to the applicable design guidelines for the historic district the property is located in.

10. Picket Fence - Proposed project involves construction of a wood picket fence in the front yard provided (1) the fence is similar in design to others in the historic district; (2) the fence is no more than four (4) feet in height; and (3) the fence does not have any extra features, such as a trellis or arbor.

11. Storm Windows – Proposed project involves installation of storm windows provided (1) the windows have the same sash and frame configuration as the historic windows; (2) the windows do not obscure muntin bars or other character-defining features of the historic window; (3) the color of the window sash and frame matches the existing trim color; (4) the window frames do not project beyond the plane of the historic window opening; and (5) the window panes are clear glass.

12. Rear Yard Accessory Buildings. Staff may issue a Certificate of Appropriateness (COA) for construction of rear yard accessory buildings which do not exceed 200 square feet in area or nine (9) feet in height, the façade material is masonry, wood, or hardiplank, and where the applicant does not otherwise conflict with the historic preservation guidelines for the historic district the property is located in and where no variance is needed to conform to the Comprehensive Zoning Ordinance. This shall not apply to corner lots.

13. Staff may issue a Certificate of Appropriateness (COA) for stabilizing, partial demolition, or demolition of any structure where there is an imminent threat of loss of life or limb, in the opinion of the City’s Chief Building Official.

14. Staff may issue a Certificate of Appropriateness (COA) for rehabilitation or modification on non-contributing, non-historic buildings, if such is done in keeping with the appropriate historic guidelines for the historic district the property is located in or if no significant alteration is proposed.



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