

In accordance with the Historic Preservation Commission Ordinance of the City of Douglasville, no major material change in the appearance of a property designated as historic by the City Council, or of a historic, non-historic, or intrusive building, structure, site or objective within a designated historic district, shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the Commission. A building permit shall not be issued without a Certificate of Appropriateness approved by the Commission. All submissions shall be made through the Community and Development Services Department at 6695 Church Street., Douglasville, GA 30134.

Supporting Documents Required For Submittal

- Photographs of the current appearance of the property
- Documentation of earlier historic appearance (if possible)
- Description or samples of material
- Concept plan
- Copy of the property deed
- Proof of Paid Taxes

Fee Schedule

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Minor Change or Ordinary Maintenance	No Fee
Certificate of Appropriateness (Major Change)	\$100.00
Amendment to Certificate of Appropriateness	\$50.00
Application For After the Fact	\$500.00

This application fee refers to any applicant who has begun work prior to receiving a Certificate of Appropriateness from the City of Douglasville.

Case No.

Project

Property Address/Location _____ City _____ State _____ Zip _____

Current Use Of Property _____ Proposed Use Of Property _____ Property Size (Acres) _____

Land Lot _____ District _____ Section _____ Parcel _____ Property ID _____

When will work begin? _____

When is the anticipated completion date? _____

Work Project Information (Check all that apply)

- New Construction
- Addition to the building
- Rebuilding, Restoration or Rehabilitation
- Demolition or Relocation
- Other _____

Contractor

Name of Contractor _____

Company _____ E-mail Address _____ Phone _____

Mailing Address _____ City _____ State _____ Zip _____

Owner/Applicant (If Separate From Owner)

Owner/Applicant (If separate from owner) _____

Company _____ E-mail Address _____ Phone _____

Mailing Address _____ City _____ State _____ Zip _____

Applicant Signature

I hereby certify that all information provided herein is true and correct.

Applicant/Owner Signature _____ Date _____

Application Approved for Staff Review **Application Rejected** **Fee: \$** _____



Certificate of Appropriateness Application Consent of Owner

Property Owner

The property owner shall read the following carefully and complete the consent form below:

- _____ I understand that failure to supply all required information per the Historic Preservation checklist provided and requirements of the City of Douglasville Unified Development Ordinance will result in rejection of application

- _____ I understand that preliminary approval of my plans does not authorize final approval of my rezoning request, and all subsequent applications and permits, including but not limited to land disturbance, building, sanitary sewer, and signs, may not be issued until rezoning approval is obtained

- _____ I understand that representation associated with this application on behalf of the property owner (i.e. project coordinator, potential property owner, agent, or other such representative) shall be binding

I, _____, as property owner, respectfully petition that this property as described in this application be considered for Certificate of Appropriateness. I acknowledge and fully understand all above statements made by the City of Douglasville. I hereby certify that all information provided herein is true and correct.

Property Owner Signature _____
Date

Address _____
City State Zip Phone

Representative (if applicable)

Attorney/Agent Signature _____
Date

Address _____
City State Zip Phone

Sworn and subscribed before me
This _____ day of _____, 20____

Notary Public



Certificate of Appropriateness Application

Please describe the proposed project in detail, including the reason for the proposed project (attached additional sheets if necessary). At a minimum, the following must be included: a description of existing condition (building and site), an explanation of how they will be changed (or not changed), a detailed description of the proposed work project, an explanation for why the work project is being proposed, and explanation of how the work will be performed, and a description of the materials to be used.
