



CITY OF NEWNAN, GEORGIA

25 LaGrange Street
Newnan, Georgia 30263
770-254-2354



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Address of Property _____

Name of Applicant _____

Mailing Address _____

Telephone _____

Property Owner (Use back if multiple names) _____

Mailing Address _____

Telephone _____

Map # N _____ Block # _____ Parcel # _____ Land Lot _____

District/Section _____ Present Zoning Classification _____

Present Land Use _____

No material change in the appearance of such historic property, or of a contributing or non-contributing building, structure, site or object within such historic district, shall be made or permitted to be made by the owner or occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted and approved by the Planning Commission.

If you have any questions concerning this process, you may call the Planning and Zoning Department at (770) 254-2354. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The Planning Commission meets on the second Tuesday of each month. Applications must be submitted by 5:00 PM on the 15th day of the month prior to the month in which the application will be considered. Incomplete applications or applications submitted after the deadline will not be accepted.

NATURE OF PROPOSED WORK:

- New Construction
- Relocation of Building
- Repairs or Alterations
- Sign Erection or Placement
- Demolition
- Other

Please describe the proposed Work to be Done (Use Additional Sheets if Necessary): _____

Included with the application, the following information is required:

- ✓ A completed application for Certificate of Approval.
- ✓ A conceptual site plan showing all buildings, parking, buffers, driveways and other information pertinent to the development of the site.
- ✓ Elevation drawings which shall include dimensions of all sides of existing and proposed structures, all related accessory structures to be developed or placed on the site including but not limited to solid waste and recycling containment areas, electrical service transformers, air conditioning units, satellite dishes and other utility or mechanical equipment. Locations of screening materials shall be clearly noted. This shall apply to both structures and equipment at grade or placed on roof tops.
- ✓ The exterior finish material selection for each building shall be clearly noted for each elevation and may be illustrated using a detail inset.
- ✓ To aid in evaluating the exterior design, the applicant shall submit schematic floor plans showing window, door and loading dock locations and other exterior features that clearly define the intent of the completed exterior of the structure.
- ✓ Colored renderings clearly indicating color choices or exterior building and finish material samples may be submitted.
- ✓ Sign packages which meet the requirements of this ordinance. (if applicable for non-residential projects)
- ✓ Photos of neighboring properties to ensure compatibility with the proposed design.
- ✓ Plat of property, illustrating existing development and proposed development;
- ✓ Demolition or relocation projects must be accompanied by post-demolition or relocation plans for the site;
- ✓ Other information as may be deemed necessary by the Zoning Administrator to evaluate the appearance of the completed structure, and;
- ✓ Check for applicable fee of \$150 per application.

I (We) do hereby certify the information provided herein is both complete and accurate to the best of my (our) knowledge, and I (we) understand any inaccuracies may be considered just cause for invalidation of this application, and any action taken on this application. I further understand that any modifications, changes or alterations to the approved COA must be submitted to the City of Newnan's Planning Department before commencing or proceeding with any work to determine if said changes would need to return to the City of Newnan's Planning Commission for approval.

Signature of Applicant

Signature of Property Owner(s)

FOR OFFICIAL USE ONLY

RECEIVED BY _____

DATE OF FILING _____

HRC MEETING DATE _____

DATE OF NOTICE PUBLICATION _____

ACTION TAKEN (DATE) _____
