

**Application for a
Certificate of Appropriateness (COA)
To the Historic Preservation Commission (HPC)**

PLEASE TYPE OR PRINT CLEARLY

PLEASE NOTE:

Application Requirements :

Applications must be complete and include the required support materials listed on the reverse side of this application form. Incomplete applications will not be forwarded to HPC for review.

Application Deadline:

Applications and support materials must be submitted **TEN(10) working days prior to the regular HPC meeting**, normally the First Tuesday of each month, to our office located at 130 East 5th Street, Tifton, GA. (COT Municipal Courtroom)

Application Representation:

The applicant or an authorized representative of the applicant **must attend** the public hearing to support the application.

Building Permit Requirements:

Along with the COA, a building permit must be acquired from the Planning and Zoning Department. **Building permits will not** be issued without proof of a COA

Deadline for Project Completion:

After application approval, the COA is valid for 18 months and null and void if construction doesn't begin within 6 months .

The City of Tifton's Historic District Manual sets forth the standards under which COAs are issued. This manual may be accessed at the Office of Environmental Management .

Applicant:* _____

Mailing Address: _____

Telephone: (_____) _____

* Note: If applicant is not the owner, a letter from the owner authorizing the proposed work must be included. Please include owner's telephone number and mailing address.

Property Address: _____

Zoning: _____ Tax Parcel: _____

Historic Preservation Overlay District - Historic Districts, Properties, and Landmarks

Brief Description of Project: _____

(example: addition of sunroom, replacement of awning, installation of satellite dish, etc.)

TYPE OF PROJECT (CHECK ALL WHICH APPLY)

CONSTRUCTION:

- New Building
- Addition to building
- Major building restoration,
- Rehabilitation or remodeling
- Windows/Doors/Siding
- Demolition or relocation of building(s)

SITE CHANGES:

- Parking area(s), driveway(s), or walkway(s)
- Fence(s), wall(s), or landscaping
- Mechanical system(s) or non temporary structure(s)
- Sign(s)
- Minor exterior change

PROPOSED STARTING DATE: _____

FEDERAL OR STATE TAX INCENTIVES APPLIED FOR YES NO

CONTRACTORS/CONSULTANT: _____

Changes Without Board Approval

If a property owner begins work without obtaining a building permit and prior approval of a COA application, a stop work order may be issued. The owner may face an order to restore the original condition of the property and a denial of a certificate of occupancy.

OFFICE USE ONLY

FILE NO: _____

RECVD DATE: _____

HEARING DATE: _____

DECISION _____

AUTHORIZATION

In consideration for the City of Tifton's review of this application, the applicant hereby agrees to hold harmless the City and its agents and employees from and against any and all claims, damages and liability arising from or related to this application or any issuance of a permit there under.

SIGNATURE: _____ DATE: _____

