

City of Social Circle – Historic Preservation Commission (HPC)
Application for Certificate of Appropriateness (COA)

Instructions

Please read Section 7-010, City of Social Circle Historic Preservation Ordinance, Under Code of Ordinance, available online at socialcirclelega.com or at City Hall. The Design Guidelines for the Social Circle Historic District.

Complete the application. All items must be completed or marked with NA (not applicable). If more space is necessary, attach additional sheets.

Submit to City Hall for conceptual review and initial recommendations at least 30 days prior to submitting an application to the next scheduled Historic Preservation Commission meeting. Preliminary proposals for conceptual review shall be accompanied by such elevations, drawings, photographs or plans are required by the Commission. The Commission meetings are scheduled on the second Tuesday of each month at 6:00 pm, unless otherwise noted in the Walton Tribune. The Commission does not meet on legal holidays. Agendas are posted at City Hall and on the City web site. Please notify the Commission in advance if you are unable to attend the meeting.

If you have any questions or need assistance, please call City Hall during regular business hours.

Property Location

Complete Address

Owner

Name Print: _____

Signature of Owner

Phone #s _____

Notary

Seal

Complete Address

Email _____

Name Print: _____

Signature of Applicant

Phone #s _____

Notary

Seal

Complete Address

Email _____

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Preliminary Review _____

Date Received _____

Original Use

_____ Single Family Residential

_____ Multi-Family Residential

_____ Office

_____ Commercial/Retail

_____ Industrial

_____ Institutional

_____ Vacant

Proposed Work

_____ Exterior Alteration

_____ Demolition

_____ Other – Explain

Building Data

Date(s) of Construction _____

Current Use

_____ Single Family Residential

_____ Multi-Family Residential

_____ Office

_____ Commercial/Retail

_____ Industrial

_____ Institutional

_____ Vacant

_____ New Construction

_____ Relocation

Proposed Starting Date _____

Proposed Completion Date _____

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Project Details

Describe clearly and in detail all work to be done. Include the following items where appropriate.

_____ Sketches, specifications, manufacturer’s illustration or other description of proposed changes to the building facade or roof, new additions, or site improvements. Drawings/Sketches are required for major changes such as roofs, dormers, facades, porches, excavation, or prominent architectural features.

_____ Description and/or samples of proposed materials when the original material will not be retained or in the case of new construction.

_____ Current site plan including the location of all large trees, parking areas, walls, fences, outbuilding or other landscape features of noted and proposed changes to that plan.

_____ Reasons for demolition/relocation and describe the proposed reuse of the site, including landscaping.

_____ For new construction, elevation drawings of each facade which clearly shows the exterior appearance:

_____ Photographs of the site and structure

_____ Copies of structure reports where applicable

Description of Work (attach additional sheets if necessary)

The undersigned agrees that the above constitutes the construction or alteration of the undertaken at this time and that any changes or additions will require another application.

Applicant Signature

Date

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Historic Preservation Staff Use Only

Date received by the
Planning Administrator _____

Date of hearing _____

Application Granted _____

 Denied _____

 Date _____

Comments

Project Number _____

Certificate Number _____

Chairman's Signature _____