



Application for a Certificate of Appropriateness (COA)
to the City of Harlem Historic Preservation Commission for a proposed change
to a property within a local historic district

PROPERTY INFORMATION

Property Address: _____

Property Owner: _____

NOTE: If applicant is not the owner, the applicant must provide written permission from the owner and owner's contact information.

APPLICANT INFORMATION

Applicant Name: _____ Telephone: _____

Mailing Address: _____

PROJECT INFORMATION ***BE SURE TO COMPLETE THE BACK OF FORM AS WELL!!!!***

Type of project (check all that apply):

Construction

- New Building Addition to building Minor exterior change
- Major building restoration, rehabilitation, or remodeling

Site changes

- Parking area(s), driveway(s), or walkway(s)
- Fence(s) or wall(s) Sign(s) Mechanical system(s)
- Non-temporary site feature(s): (e.g. satellite dishes, pools, lighting, arbors, gazebos, etc.)

Demolition or Relocation

- Primary building Outbuilding Site feature

Proposed Starting Date: _____

Contractors / Consultants: _____

PLEASE NOTE

Application requirements:
Applications must include support materials noted on the reverse to be considered complete.
Incomplete applications will not be reviewed.

Application Representation:
Applicants or a representative must attend to answer questions which may arise and if unanswered could result in denial of the application.

AUTHORIZATION

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

Signature: _____

Date: _____

**Please return original application and all required attachments to:
CITY OF HARLEM PLANNING & ZONING, P.O. BOX 99, HARLEM, GA 30814.**

IMPORTANT NOTE Work must be completed as presented and approved.

If modifications or amendments become necessary, such changes must be presented to and approved by the Historic Preservation Commission prior to beginning work on any aspect of said modification or amendment.

REQUIRED MATERIALS

The following materials are required for a complete application. Incomplete applications will NOT be reviewed. Photographs will be taken by HPC staff.

New Buildings and Additions

- description of project
- site plan
- architectural elevations
- floor plan
- description of materials
- photographs of proposed site

Major Restoration, Rehabilitation, or Remodeling

- architectural elevations or sketches
- description of project
- description of materials
- photographs of existing building

Minor Exterior Changes

- description of project
- description of materials
- photographs of existing building

Site changes: parking, drives, and walks

- site plan or sketch of site
- description of materials
- photographs of site

Site changes: fences, walls, and other site features

- site plan or sketch of site
- architectural elevations or sketches
- description of materials
- photographs of site

Site changes: signs

- architectural elevation or sketch (for signs located on the building)
- site plan or sketch of site (for free standing signs)
- description of materials and illumination

DESIGN GUIDELINES

The HPC uses the *Secretary of the Interior’s Standards* and the *Harlem Design Guidelines* to make informed decisions. Copies of the *Design Guidelines* are available free of charge at City Hall.

PROJECT AND MATERIALS DESCRIPTION

Please divide the description if the proposed scope of work will involve more than one type of project. (example: 1) addition of storage and 2) sign.)

(add additional sheets as necessary)

APPLICATION FEES

Zoned Residential Property: \$25
Zoned Commercial Property: \$75