



## Certificate of Appropriateness (COA) Application Packet

To the City of Harlem Historic Preservation Commission for a proposed change to a property within a local historic district.

Submit the application and all documents to: City of Harlem, P.O. 99 / 320 N Louisville St, Harlem, GA 30814. If there are questions, please contact the Community Development Department at 706-556-0043 / [rfields@harlemga.org](mailto:rfields@harlemga.org)

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

If Commercial Property, name of Business: \_\_\_\_\_

Property Acreage: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Historic District: \_\_\_\_\_

Zoning: \_\_\_\_\_

Year Structure Built: \_\_\_\_\_

Overlay District: \_\_\_\_\_

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

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

e-mail Address: \_\_\_\_\_

### PROJECT INFORMATION

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)      \_\_\_\_ Signs      \_\_\_\_ Mechanical system(s)

\_\_\_\_ Non-temporary site feature(s): (e.g., satellite dishes, pools, lighting, arbors, gazebos, etc.)

#### Demotion or Relocation

\_\_\_\_ Primary Building      \_\_\_\_ Outbuilding      \_\_\_\_ Site Feature

Proposed Starting Date: \_\_\_\_\_ Proposed Ending Date: \_\_\_\_\_

Architect/Contractors/Consultants: \_\_\_\_\_

NOTE: A certificate of appropriateness shall become void unless construction is commenced within 6 months of date of issuance. A certificate of appropriateness shall permit work in compliance thereof for a period of 12 months from the date of issuance.

### PLEASE NOTE:

1. Application requirements: Applications must include support materials noted after this page to be considered complete. Incomplete applications will not be reviewed.
2. Application Representation at Meeting: Applicants or a representative must attend to answer questions that may arise and if unanswered could result in denial of the application

**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 at the applicant’s request.

<p>New Buildings and Additions</p> <ul style="list-style-type: none"> <li>• description of project</li> <li>• site plan</li> <li>• architectural elevations</li> <li>• floor plan</li> <li>• description of materials</li> <li>• photographs of proposed site</li> </ul>	<p>Major Restoration, Rehabilitation, or Remodeling</p> <ul style="list-style-type: none"> <li>• architectural elevations or sketches</li> <li>• description of project</li> <li>• description of materials</li> <li>• photographs of existing building</li> </ul> <p>Demolition / Removal of Structure</p> <ul style="list-style-type: none"> <li>• provide plans for future use</li> </ul>
<p>Minor Exterior Changes</p> <ul style="list-style-type: none"> <li>• description of project</li> <li>• description of materials</li> <li>• photographs of existing building</li> </ul>	<p>Site changes: parking, drives, and walks</p> <ul style="list-style-type: none"> <li>• site plan or sketch of site</li> <li>• description of materials</li> <li>• photographs of site</li> </ul>
<p>Site changes: fences, walls, landscaping, other features</p> <ul style="list-style-type: none"> <li>• site plan or sketch of site</li> <li>• architectural elevations or sketches</li> <li>• description of materials</li> <li>• photographs of site</li> </ul>	<p>Site changes: signs</p> <ul style="list-style-type: none"> <li>• architectural elevation or sketch (for signs located on the building)</li> <li>• site plan or sketch of site (for free standing signs)</li> <li>• description of materials and illumination</li> </ul>

**DESIGN GUIDELINES**

The Harlem HPC uses the *Secretary of the Interior’s Standards* and the *Harlem Design Guidelines* to make informed decisions. Copies of the appropriate *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.)

**NOTE: THERE IS ADDITIONAL COMMERCIAL PROJECT INFORMATION TO BE PROVIDED IN THE ATTACHED CHECK-LIST.**

---



---



---



---



---



---



---



---

(Add additional sheets as necessary)

Does this project require a Variance from the Harlem Planning Commission? \_\_\_\_\_

REQUEST FOR PHOTOGRAPHS

As part of this application, I request photographs pertinent to this project be taken of my property by the City of Harlem Historic Preservation Commission.

\_\_\_\_\_  
Applicant Signature

AUTHORIZATION

In consideration for the City of Harlem Historic Preservation Commission review of this application, the applicant hereby agrees to indemnify and hold harmless the City of Harlem 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.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Application Date:

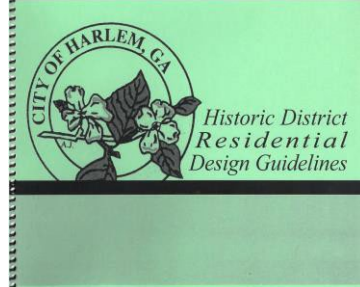
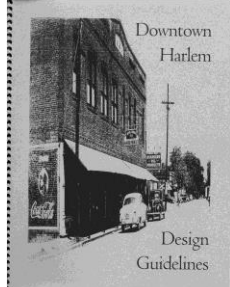
\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date of Owner Signature:

\_\_\_\_\_  
Property Owner Printed Name

**Submit the application and all documents to: City of Harlem, P.O. 99 / 320 N Louisville St, Harlem, GA 30814. If there are questions, please contact the Community Development Department at 706-556-0043 / [djenkins@harlemga.org](mailto:djenkins@harlemga.org)**

	
<p>The City of Harlem Residential Design Guidelines is an information package with the guidelines for the most common residential changes pursued. These guidelines are used by the Historic Preservation Commission as the design criteria when reviewing applications for Certificates of Appropriateness. This document is available at the Harlem City Hall at no charge.</p>	<p>The City of Harlem Downtown Harlem Design Guidelines is an information package with the guidelines for the most common commercial changes pursued. These guidelines are used by the Historic Preservation Commission as the design criteria when reviewing applications for Certificates of Appropriateness. This document is available at the Harlem City Hall at no charge.</p>

**City of Harlem**  
**Commercial Certification of Appropriateness**  
**Check List of Preservation Activities**

**Commercial Shape**

Yes	No	N/A	If Yes, See Note	Activity
			1	Will you make changes to the roofing and roof shape?
			2	Will any additions be made to the building
			3	Will any additions be in scale with the building?
			4	Are any rooftop additions planned?
			5	Are there any historic skylights present in the roof?

**Commercial Materials**

Yes	No	N/A	If Yes, See Note	Activity
			6	Is any change to historic exterior materials and details planned?
			7	Are there plans to paint or "waterproof" unpainted historic masonry?
			8	Will any synthetic exterior materials be used to cover historic materials?
			9	Will damaged exterior materials and details be repaired in-kind?
			10	Will replacement of damaged materials be limited to only the damaged area?
			11	Will brick repointing use a historic mortar mix to match original mortar strength, color, and joint profile?
			12	Will sandblasting of exterior brick be used to clean the brick?
			13	Will new or additional ornamentation be added to the building?

**Commercial Storefront**

Yes	No	N/A	If Yes, See Note	Activity
			14	Will bulkheads, window frames, and cast-iron columns be preserved through maintenance and repair?
			15	Are there any historic elements beyond repair that must be replaced?
			16	Will the historic open nature of the storefront be maintained?

**Commercial Entrance**

Yes	No	N/A	If Yes, See Note	Activity
			17	Will any transoms be covered for air conditioning units or other uses?
			18	Will historic doors and hardware be preserved through maintenance and repair?
			19	Are there any historic doors beyond repair to be replaced in matching design and materials?
			20	Will any original façade entrances be changed?
			21	Will any transoms be covered for air conditioning units or other uses?
			22	Will any screen doors or storm doors be added?

**Commercial Windows**

Yes	No	N/A	If Yes, See Note	Activity
			23	Will all historic windows be preserved through maintenance and repair?
			24	If there are any historic windows beyond repair, will they be replaced with matching design and materials?
			25	Will the original façade window openings be changed in any way?
			26	Will any new window openings be added to the side or rear?
			27	Will storm windows be used?
			28	Are there any existing historic shutters to be preserved?
			29	Will any shutters be added to the building?

**Commercial Awning**

Yes	No	N/A	If Yes, See Note	Activity
			30	Are there any historic awnings present for maintenance or repair?

**Commercial Signs**

Yes	No	N/A	If Yes, See Note	Activity
			31	Are there any painted "ghost" signs on the side walls?
			32	Is there any signage to be added through this project?



**City of Harlem  
Historic Preservation Commission  
2024-2025 Meeting Calendar**



<b><u>Application Submittal Date</u></b>	<b><u>Agenda Posted at City Hall, Public Safety, Web Site</u></b>	<b><u>Meeting Date</u></b>	<b><u>Appeals Deadline</u></b>
January 12 <sup>th</sup>	January 25 <sup>th</sup>	February 8 <sup>th</sup>	February 26 <sup>th</sup>
February 16 <sup>th</sup>	February 29 <sup>th</sup>	March 14 <sup>th</sup>	April 1 <sup>st</sup>
March 8 <sup>th</sup>	March 21 <sup>st</sup>	April 4 <sup>th</sup>	April 29 <sup>th</sup>
April 12 <sup>th</sup>	April 25 <sup>th</sup>	May 9 <sup>th</sup>	May 27 <sup>th</sup>
May 17 <sup>th</sup>	May 30 <sup>th</sup>	June 13 <sup>th</sup>	July 1 <sup>st</sup>
June 14 <sup>th</sup>	June 27 <sup>th</sup>	July 11 <sup>th</sup>	July 29 <sup>th</sup>
July 12 <sup>th</sup>	July 25 <sup>th</sup>	August 8 <sup>th</sup>	August 26 <sup>th</sup>
August 16 <sup>th</sup>	August 29 <sup>th</sup>	September 12 <sup>th</sup>	September 30 <sup>th</sup>
September 13 <sup>th</sup>	September 26 <sup>th</sup>	October 10 <sup>th</sup>	October 28 <sup>th</sup>
October 18 <sup>th</sup>	October 31 <sup>st</sup>	November 14 <sup>th</sup>	December 2 <sup>nd</sup>
November 15 <sup>th</sup>	November 27 <sup>th</sup>	December 12 <sup>th</sup>	December 30 <sup>th</sup>
December 13 <sup>th</sup>	December 26 <sup>th</sup>	January 9 <sup>th</sup>	January 27 <sup>th</sup>

\*All dates subject to change

All applications MUST be received by the submittal date to be on the next agenda.

All applications MUST be complete by the submittal date to be on the next agenda.

The City of Harlem Historic Preservation Commission may approve the

Application as submitted or with any notifications it deems necessary, or may deny the application.

If denied, the Applicant may appeal to the Harlem City Council in accordance with the Historic Preservation Ordinance.

If the application is approved, all rules and regulations related to the issuance of a building permit shall apply. Under no circumstances does approval of the application release the Applicant from any other permits that may be necessary.

**The Secretary of the Interior's Standards for Rehabilitation**

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

- 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**
- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**
- 3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.**
- 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.**
- 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.**
- 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.**
- 7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.**
- 8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.**
- 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.**
- 10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.**

### **Overview of Work in the Harlem Historic Districts**

The following list outlines different types of work that would be performed to buildings in



the historic districts and breaks them down into what requires a public hearing before the Historic Preservation Commission and what does not. Some work is permitted to be reviewed by Planning & Zoning staff and does not require review. Please note that a building permit may be required, depending on the work you are planning on doing, and a Certificate of Appropriateness does not take the place of the permit. It is highly recommended that you contact Planning & Zoning staff before beginning any work in the historic district to go over what you are planning on doing and to verify if it requires review. Planning & Zoning staff are also able to consult on proposed changes and to discuss the *Design Guidelines* with any potential applicant. For more information, please contact the department at 706-556-0043.

Roofs (More information on page 14 of the *Residential Design Guidelines*)

COA Not Required	Replacement of roofing materials with like materials (ex. Shingles with shingles). Repair of chimneys, vents, and eave treatments. Addition of solar panels and skylights not visible from the public right of way.
COA Required	Change in material, symmetry, asymmetry, shape, pitch, and complexity. Addition of solar panels and skylights visible from the public right of way. Addition of dormers and/or attic ventilators.

Foundations (More information on page 15 of the *Residential Design Guidelines*)

COA Not Required	Repair and/or replace masonry foundations with like materials.
COA Required	Addition of infill between pier foundations. Application of stucco to concrete block or masonry.

Materials or Exterior Surfaces (More information on page 16 of the *Residential Design Guidelines*)

COA Not Required	Replacement of damaged sections with like materials. Must maintain the same reveal.
COA Required	Change in exterior materials to include synthetics (Hardiplank, cementitious fiber material, etc.) or otherwise.

Architectural Details (More information on page 17 of the *Residential Design Guidelines*)

COA Not Required	Maintenance of existing details. Change in material only permitted if details remaining the same.
COA Required	Addition or removal of details.

Windows (More information on page 18 of the *Residential Design Guidelines*)

COA Not Required	Repair of existing windows, awnings, or
------------------	---

	shutters. Replacement of windows matching the originals in design, placement, and configuration. Staff will be responsible for threshold review of change in materials.
COA Required	New or removal of existing window openings. Change in window configuration. Significant change in materials

Entrances (Doors, sidelights, etc.) More information on page 19 of the *Residential Design Guidelines*

COA Not Required	Maintenance to doors and surrounds. Replacement of door and related elements with types of the same appearance and configuration as previously existing.
COA Required	New or removal of existing door openings. Change in appearance and configuration of the door and/or surrounds.

Porches (More information on page 20 of the *Residential Design Guidelines*)

COA Not Required	Maintenance to the support system (columns, balustrade, etc.), ornamental details (rafter tails, etc.), and roofing. Replacement materials shall match as closely as possible the original materials in composition and appearance.
COA Required	Addition, removal, reduction, or enclosing of porches. Significant change in composition and appearance in roofing, ornamental details, and support system.

Additions (More information on page 21 of the *Residential Design Guidelines*)

All additions require a COA.

New Construction (More information on pages 24-27 of the *Residential Design Guidelines*)

All new construction requires a COA.

Walls & Fences (More information on page 30 of the *Residential Design Guidelines*)

Staff Review (No HPC Hearing)	Fences and walls over 3' in height located in the side and rear yard. Fences less than 3' require no review.
COA Required	Fences and walls over 3' in height located in the front yard. Fences less than 3' require no review.

Walks (More information on page 31 of the *Residential Design Guidelines*)

COA Not Required	Replacement and repair of materials with like
------------------	---

	materials (ex. Bricks with bricks) matching the existing in material and texture.
COA Required	Establishment of new walks. Elimination of existing walks. Changes in material.

Drives & Parking (More information on page 32 of the *Residential Design Guidelines*)

COA Not Required	Replacement and repair of drives & parking areas with like materials (concrete with concrete, etc.)
COA Required	Establishment of drives & parking areas. Elimination of existing drives & parking areas. Change in materials of the drive or parking area.

Modern Features (Air conditioning units, pools, decks, satellite dishes, ramps, and patios) More information on page 33 of the *Residential Design Guidelines*

COA Not Required	Replacement of existing modern features. Wheelchair ramps to the rear or side. Wheelchair ramps for commercial uses must abide by ADA standards.
COA Required	Establishment of new or relocated modern features visible from the public right of way. Wheelchair ramps at the front of the building.

Outbuildings, Garages, Carriage Houses, Storage Sheds, Carports (More information on page 34 of the *Residential Design Guidelines*)

COA Not Required	Ordinary maintenance with similar materials.
COA Required	Establishment of new outbuildings, garages, carriage houses, storage sheds, and carports. Removal of historic outbuildings, garages, carriage houses, storage sheds, and carports.

Signs (More information on page 35 of the *Residential Design Guidelines*)

All signs or sign changes reviewed by Staff.

Demolition

All demolition requires a COA.

