



CITY OF TIFTON  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
204 Ridge Avenue North, Tifton, Georgia 31794  
(229) 3913950

**APPLICATION for a CERTIFICATE OF APPROPRIATENESS (COA) to  
The Historic Preservation Commission (HPC)**

**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 presented to the HPC Commission for review.

**Application Deadline:** Applications and support materials *must* be submitted **THREE WEEKS** prior to the regularly scheduled meeting. Said meeting is normally held the FIRST TUESDAY of each month at 204 North Ridge Avenue, Tifton, GA 31794 and usually begins at 6:00 PM.

**Application Representation:** The applicant or authorized representative of the applicant *must* attend the public meeting to support the application. If no one is present at the meeting in support of the application, the application will be automatically *declined*.

**Building Permit Requirements:** A Historic Overlay District is a layer of local planning regulations which incorporate the restrictions of the underlying zoning for a given geographic area, with the main goal of preserving the historic character of a neighborhood. Along with the COA, a building permit must be acquired from the Department of Community Development. Building permits will not be issued without proof of a COA.

**Deadline for Project Completion:** After your application is approved, the COA is valid for 18 months and shall be null and void if construction does not begin within 6 months of the date of the approval.

**PLEASE TYPE OR PRINT CLEARLY**

**Applicant:** \_\_\_\_\_

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

**Telephone/Email:** \_\_\_\_\_

(If Applicant is not the owner, a letter from the owner authoring the proposed work must be included with the address, telephone number and email of the owner)

Project Location: (Physical address): \_\_\_\_\_

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

Zoning: \_\_\_\_\_ Tax Parcel Number: \_\_\_\_\_

Brief Description of Project: (attach additional sheets if necessary)

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Example: (addition to sunroom, replacement of awning, installation of satellite dish)

**TYPE OF PROJECT: (CHECK ALL THAT APPLY)**

Construction:

- New Building
- Addition to Building
- Major Building Restoration
- Rehabilitation or Remodeling
- Windows/Doors/Siding

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(s)
- Demolition or relocation of building(s)

Proposed Start Date: \_\_\_\_\_

Contractor and/or Consultant: \_\_\_\_\_

Have you applied for Federal or State Tax Incentives for this project? \_\_\_\_\_

The City of Tifton's Historic District Manual sets forth the standards under which COA's are issued. This manual may be accessed at the office of the Department of Community Development or on our website at [www.tifton.net](http://www.tifton.net)

**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 and other fines or fees.**

Signature of Applicant: \_\_\_\_\_

## APPLICATION CHECK LIST

A complete application requires support materials. Please check the list below for materials that are necessary for HOC to review this application.

New Building and New Additions should include:

- Site plan, including Land Landscape Plan and measurements
- Architectural Elevations
- Floor Plan
- Description of Materials
- Photographs of Proposed Site and Adjoining Properties

Major Restoration, Rehabilitation or Remodeling should include:

- Architectural Elevations or Sketches
- Description of Proposed Changes
- Description of Materials
- Photographs of existing Building

Minor Exterior Changes:

- Description of Proposed changes
- Description of Materials
- Photographs of existing building

Site Changes – Parking areas, Drives and Walkways

- Site Plan or Sketches of Site including measurements
- Description of Materials
- Photographs of Site

Site Changes – Fences, Walls, and Systems

- Site plan or sketches of Site including measurements
- Architectural Elevations or Sketches
- Description of Materials
- Photograph(s) of Site

Site Changes – Signs

- Approved Sign Application
- Site Plan or Sketches of Site including measurements
- Description of Materials and Type of Illumination
- Dimensions of Sign and Lettering
- Photographs of Site