

**THOMASVILLE HISTORIC PRESERVATION COMMISSION  
APPLICATION FOR A  
CERTIFICATE OF APPROPRIATENESS**

This form must be filled out completely before the Commission can consider any requests for approval of any change affecting the exterior appearance of any building located within a designated local historic district within the City of Thomasville.

1. Address of Property in the *Historic District* where proposed work is to be done
2. Applicant/Authorized Agent Name/ Mailing Address / Phone Number / Fax Number / Cell Number
3. Property Owner's Name/ Mailing Address / Phone Number / Fax Number / (if same as applicant put *same*)
4. Occupant's Name / Mailing Address / Phone Number / Fax Number / (if same as applicant put *same*)
5. Nature of Proposed Work to be Done (check all that apply)
 

<input type="checkbox"/> Remodeling/Addition	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition	<input type="checkbox"/> Moving Building
<input type="checkbox"/> Roof Alteration	<input type="checkbox"/> Siding Alteration/Change	<input type="checkbox"/> Fence	<input type="checkbox"/> Accessory Structure
<input type="checkbox"/> Door/Window Alteration	<input type="checkbox"/> Shutters Addition/Change	<input type="checkbox"/> Awnings	<input type="checkbox"/> Sign
<input type="checkbox"/> Other _____			
6. Describe proposed work in detail (additional pages may be attached, if necessary)  
Please see artist renderings of proposed signage.

<p style="text-align: center;">_____ Applicant's Signature</p> <p style="text-align: center;">_____ Print Name</p>	<p><b><u>Mail or Deliver Application To</u></b>  <b>Planning Dept. HPC</b>  <b>City of Thomasville</b>  <b>P. O. Box 1540 / 413 W Jackson St.</b>  <b>Thomasville, GA 31799 Phone: 229 227 6982</b></p>
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<b><u>FOR OFFICE USE ONLY</u></b>	<b>APPLICATION FEE</b>	<b>ACTION</b>	<b>DATE</b>
Historic District _____	<b><u>\$25.00</u></b> Make check payable to: <b>City of Thomasville</b>	<input type="checkbox"/> Approved	_____
Application # _____		<input type="checkbox"/> Approved w/conditions	_____
Date Received _____		<input type="checkbox"/> Denied	_____
		<input type="checkbox"/> Withdrawn	_____
		<input type="checkbox"/> COA Not Required	_____
		<input type="checkbox"/> Staff Approval	_____

	<b>2008 APPLICATION &amp; MEETING SCHEDULE</b>											
Application Deadline	<u>DEC</u> 25	<u>JAN</u> 29	<u>FEB</u> 26	<u>MAR</u> 25	<u>APR</u> 29	<u>MAY</u> 27	<u>JUN</u> 24	<u>JUL</u> 29	<u>AUG</u> 26	<u>SEP</u> 30	<u>OCT</u> 28	<u>NOV</u> 25
Meeting	<u>JAN</u> 08	<u>FEB</u> 12	<u>MAR</u> 11	<u>APR</u> 08	<u>MAY</u> 13	<u>JUN</u> 10	<u>JUL</u> 08	<u>AUG</u> 12	<u>SEP</u> 09	<u>OCT</u> 14	<u>NOV</u> 11	<u>DEC</u> 09

\* All meetings - 10:00a.m., Municipal Building 144 E Jackson St. (*subject to change, notice will be given*)

**All plans must be submitted on 8 1/2 x 11 paper.**

Please refer to the Thomasville Commercial Design Guidelines and Residential Guidelines publications developed by Thomasville's Historic Preservation Commission.

**1. SIGNS (Signs under two square feet may be reviewed for Staff Approval unless lighted).** Refer to *City Ordinance 5-519*, and *Historic District Sign Guidelines*, as applicable.

- a.** Dimensioned elevation of proposed sign identifying materials, color (including samples), lettering style and wordage.
- b.** Description of lighting (if applicable). Include how lighting will be attached to the building's façade.
- c.** Designation of location (for fascia sign show location on building to scale and how the sign will be attached; for freestanding sign show location on site plan, height above ground, and clearance from sidewalk).
- d.** Photographs of sign location.

**2. REHABILITATION AND ADDITIONS**

- a.** Provide scaled, dimensioned elevations, and floor plan drawings indicating proposed alterations and/or additions. Clearly indicate what exists and what is proposed. For additions, include the relationship to adjacent (see notes below) structures in plan and elevations. If there are to be new building projections or indentions in the remodeling or addition, provide dimensioned sections. For new windows, provide manufacturer's specifications. For rehabilitation of commercial buildings, proposed storefront section must be provided.
- b.** Indicate exterior materials on drawings.
- c.** Scaled site plan (minimum 1"-10') showing dimensions of lot and location of existing building on lot, location of addition, dimensions of existing structure, addition and all exterior, ground and roof mounted equipment. (With staff approval site plan scale may be 1" -20').
- d.** Photographs of existing conditions from all sides.
- e.** Historic plans; elevations or photographs should accompany any request to return a structure to an earlier historic appearance.

### **3. PAINTING, STUCCO, REPOINTING**

- a.** Color photographs of areas involved and surrounding structures if applicable (i.e. row houses).
- b.** Samples of colors and/ or materials involved, (a stucco or repointing sample may be required). Specific brand, color name and manufacturer's number must be given.

### **4. FENCES/WALLS**

- a.** Site plan showing location of proposed fence. Indicate and distinguish any existing fences or walls.
- b.** Dimensioned elevations and section, showing design of fence, material, and height in relationship to adjacent structures, and height in relationship to adjacent structures.
- c.** Photograph of area to be fenced and adjacent structures

### **5. AWNINGS**

- a.** Photograph of building elevation to which awning is to be attached.
- b.** Dimensioned scaled drawing indicating a front and side view of awning. Include all graphics, color, and samples. Show relationship to adjacent storefronts. Indicate clearance from bottom of awning to sidewalk.

### **6. DEMOLITION / RELOCATION**

- a.** Document that a building classified as historic is incapable of earning economic return on its value, as appraised by a qualified real estate appraiser or structural report by a licensed structural engineer itemizing structural condition and discussion why building is incapable of being repaired. A report by a licensed restoration contractor may also be required.
- b.** Provide drawings to adequately describe site use after demolition/relocation.
- c.** Color photographs of structure to be demolished/relocated, clearly labeled to show areas of structural deterioration.

## 7. NEW CONSTRUCTION

### A. FIRST SUBMITTAL: HEIGHT AND MASS APPROVAL

- a. Dimensioned site plan showing all sides in relation to immediately adjacent buildings, to scale. Include parking areas and any roof or ground mounted equipment and fence locations. Locate HVAC equipment, trash enclosures, and utility boxes. (See Notes below)
- b. Provide all elevations, showing height and width relationships to existing adjacent buildings. (See Notes below) Projections, off sets, and open recesses shall be depicted in dimensioned sections, or otherwise, clearly showing proposed vertical and horizontal relationships of these elements to the façade. Indicate exterior floor-to-floor heights on the elevations. Provide outline locations of all windows, doors, and other façade openings in the elevations, to indicate the rhythm of the solids and voids within each elevation. Renderings, while not required, are desired, but only as an adjunct to the above criteria.
- c. Floor Plans
- d. Color photographs of proposed site and structures within vicinity of new building.

### B. SECOND SUBMITTAL: DESIGN APPROVAL

- a. Dimensioned elevations and floor plan drawings showing all sides in relation to immediately adjacent structures, streets, and lanes. Detailed descriptive drawings of design criteria elements listed in Note 4 B below indicate locations of HVAC equipment, utility boxes, trash enclosures and fences if changed from first submittal.
- b. Indicate materials, colors and all significant details, and submit written description of project using compatibility criteria in ordinance. Specific brand, color name and manufacturer's number must be given for paint and windows.
- c. Provide section details of features such as new storefronts, windows, porticos, parapets, stoops, balconies, and porches.
- d. Resubmit any item from first submittal if changed between first and second submittal.

**NOTES:**

1.) Minimum scale of ¼” – 1’ on all plans and elevations, unless otherwise approved by the Preservation Officer. Section details of new cornices, columns, railings or any other distinctive details are required at ½” – 1’.

2) When the relationship to adjacent structures is required to be shown and structure is on a corner, “adjacent” includes across lane or street in all directions.

3) Site plans must include the public right-of-way (including sidewalks) and must indicate the location, canopy spread, trunk diameter, and species of all existing trees in the public right-of-way. Indicate where trees are to be saved on the property, if applicable.

4) A. For New Construction first submittal review will include the following items:

Standards:

Setbacks  
Dwelling Unit Type  
Street Elevation Type  
Entrances  
Building Height  
Tall Building Principles, Large Scale Development requirements or  
Monumental Building standards as applicable.

Visual Compatibility Factors:

Height  
Proportion of structure’s front façade  
Proportion of openings  
Rhythm of solids to voids in front façade  
Rhythm of structure on streets  
Rhythm of entrance and/or porch projection (includes balconies)  
Roof shapes  
Walls of continuity  
Scale  
Directional Expression

B. Second submittal (Design) review shall include the following items:

Standards:

Commercial design standards (where applicable)  
Window and door standards  
Roof standards  
Design details for balconies, stairs, stoops, porticos and side porches  
Fences  
Overlay district standards

Visual Compatibility Factors

Materials, textures

**APPLICANTS, PLEASE NOTE:**

Approval from the Historic Preservation Commission is **NOT** an exemption from meeting permitting requirements as established by City of Thomasville Municipal Code

**Site and building plans must be submitted and approved by the Planning department before permits can be issued and work begin.**

**Special property considerations, (covenants, owner association rules, or other like special regulations) shall also be met.**

**It is the responsibility of the property owner to insure all regulations; Federal, State, Local and/or private are met before work begins.**