



CERTIFICATE OF APPROPRIATENESS APPLICATION

Date Received: _____

Received By: _____

COA: _____

PLEASE COMPLETE THE FOLLOWING:

I. APPLICANT:

Name:	
Mailing Address:	
Telephone:	Email:

II. CURRENT PROPERTY OWNER: (If different from the applicant)

Name:	
Mailing Address:	
Telephone:	Email:

III. PROPERTY INFORMATION:

Property Address:	
Parcel Number(s):	Parcel Size:
Description:	Please describe, in detail, what you intend to do, how you plan on doing it and what materials will be used. Attach another sheet(s), photos and drawings if necessary.

IV. NATURE OF PROPOSED WORK:

- ☐ New construction ☐ Moving a building
- ☐ Demolition ☐ Exterior alterations/additions/repair
- ☐ Landscaping ☐ Other

V. PLEASE SUBMIT THE FOLLOWING:

- A. 1 set of detailed drawings and photographs of existing structure that will be altered.
- B. 1 set of site plans and elevations delineating the proposed building(s) or alteration(s). Include distances to property lines from the building(s).
- C. 1 copy of the proposed work to be completed, in letter form, to the attention of the Historic Preservation Commission. Provide as much detail as possible.
- D. 1 completed application and 1 building permit or sign permit application, if needed.

VI. AUTHORIZATION FOR REPRESENTATION: (If the owner/applicant is requesting to be represented)

I, _____, the owner of the subject property identified in this application, do hereby authorize _____ to act on my behalf in all matters pertaining to the processing and approval of this application, including modifying the project accordingly to the terms and conditions set forth by the City of Conyers. I agree to be bound by all representatives and agreements made by my designated representative.



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Signature of owner/applicant: _____ Date: _____

Signature of Representative: _____ Date: _____

VII. CERTIFICATION:

I, _____ the owner or authorized representative of the owner(s), read and understand the contents of this application. I certify that the information contained herein, including attachments and all other supporting information is complete and true to the best of my knowledge and belief. I further certify that I understand that an approval of a COA in no way constitutes approval of an application for a building permit. A request for a permit to build requires a separate application, review and approval process.

Signature of owner/applicant or representative: _____
Date: _____

VIII. RESOURCES:

Guidelines for Rehabilitating Historic Buildings may be found at www.conyersga.com

The property owner or authorized agent shall be present at the Historic Preservation Commission.

**** FOR OFFICIAL USE ONLY ****

EXEMPTION OR ADMINISTRATIVE APPROVAL

The City Manager or his/her designee may administratively approve a Certificate of Appropriateness exemption for the erection, alteration, restoration, or removal of any fence(s), retaining or landscape wall(s), steps, and pavements or in cases where the City Manager finds that no material change in appearance is involved.

Reason(s) for exemption or administrative approval: _____

City Manager or Designee

Date

HISTORIC PRESERVATION

Approved ☐ Denied ☐ Approved with remarks ☐:

Director Signature: _____