

For HPC Use Only	
Resource No	_____
Received by	_____
Date Received	_____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS City of Acworth Historic Preservation Commission

1. Name of Applicant: _____
 You or your representative must be present at the meeting of the Commission. You will be notified of the time, date and location of the meeting.
Mailing Address: _____
Daytime Telephone: _____
Email Address: _____
Relationship of Applicant to Property Owner: Owner Architect Contractor
 Other – Please specify _____

2. Address of Property: _____
Location: District _____ **Land Lot(s)** _____ **Parcel(s)** _____
Acworth Historic District _____

3. Nature of Proposed Work

<input type="checkbox"/> New construction	<input type="checkbox"/> Moving a Building
<input type="checkbox"/> Demolition	<input type="checkbox"/> Sign Erection or Placement
<input type="checkbox"/> Awnings	<input type="checkbox"/> Repairs or Alterations
<input type="checkbox"/> Fence	<input type="checkbox"/> Exterior Architectural Features
<input type="checkbox"/> Exterior Environmental Feature Change	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Other	

Please describe your proposed work as simply and accurately as possible. Use the attached Checklist Of Submittal Criteria For Certificate Of Appropriateness and the Secretary of the Interior’s Standards for Rehabilitation to guide you in your description. Be sure to indicate materials to be used. Accurate drawings and photographs are required. (Use extra sheet, if necessary.)

Important: This form must be completed before the Historic Preservation Commission can consider the approval of any material change to a Landmark or within an Historic District.

All applicable items from the attached Checklist of Submittal Criteria must be addressed. Incomplete applications will not be docketed for consideration by the Commission.

For further information you are encouraged to contact the Historic Preservation Commission Director at 770-917-1234

Signature of Applicant

**CITY OF ACWORTH HISTORIC PRESERVATION COMMISSION
CHECKLIST OF SUBMITTAL CRITERIA FOR
CERTIFICATE OF APPROPRIATENESS**

- Determine whether the change to be made is a *material change*.

Material Change includes:

- ◆ Reconstruction or alteration of exterior architectural features, including the size, shape or façade of an historic property.
- ◆ Erection, alteration, restoration, relocation or removal of any building or structure, including walls, fences, steps and pavement.
- ◆ Erection, alteration, restoration, relocation or removal of exterior environmental features, including all aspects of the landscape which affect the historic character of the property.
- ◆ Excavation.
- ◆ New construction within a district's boundaries.

Material Change does not include:

- ◆ Exterior paint colors.
- ◆ Interior alterations having no effect on exterior architectural features.
- ◆ Interior use.
- ◆ Ordinary maintenance, repair or painting to correct deterioration, decay or damage, or to sustain the existing form.

- Review the Secretary of Interior's Standards for Rehabilitation.
- Take photographs of existing condition of the building.
- Formulate specifications outlining the scope of work and building materials to be used.
- Formulate plans to scale of the proposed improvement or change in structural appearance.
- Obtain proposed material samples.
- If a structure is to be demolished or relocated, formulate post-demolition or relocation plans for the site.
- Complete the Application for Certificate of Appropriateness and prepare attachments of photos and plans. Material samples are highly encouraged.

- Return 2 copies of completed application form (excluding models, material and color samples, and photos where one (1) is sufficient) to the Historic Preservation Commission Director's office located in the Acworth Community Center, 4361 Cherokee St. by the first Thursday of the month for review at the HPC's regular business meeting held on the fourth Thursday of that month. This timeframe allows the HPC to notify owners and occupants of any property likely to be affected by the application of their right to be heard. As an alternative to its regularly scheduled meeting, the HPC may schedule a Public Hearing of the matter.
- Applicant will be notified of date and time of the HPC meeting or Public Hearing at which the application will be reviewed. Applicant must attend the meeting or Public Hearing.
- The HPC shall approve or reject an Application within forty-five (45) days of its receipt. Within three (3) days of its decision, the HPC shall notify the City Building Inspector, City Clerk, City Manager, City Attorney, City Planning and Zoning Consultant, the Mayor and Board of Aldermen, the Acworth Society for Historic Preservation, the Historic Preservation Division of the Georgia Department of Natural Resources, and the applicant of its decision.
- If the HPC rejects an application, it shall state the reasons therefor and shall transmit a record of its actions and reasons in writing to the applicant. The HPC may suggest alternative courses of action. The applicant may make modifications to the plans and resubmit the application at any time. The Applicant may request that the HPC consider unusual circumstances and cases of undue hardship.
- In cases where the application covers a material change that would require the issuance of a building permit, the rejection of the application shall be binding upon the Building Inspector.
- If the HPC approves an application for a material change that would require the issuance of a building permit, it is the applicant's responsibility to secure the necessary permits from the Building Department at City Hall before any work can begin.
- Upon approval of an application, the HPC shall issue a Certificate of Appropriateness.
- A Certificate of Appropriateness shall become void unless construction is commenced within six (6) months of issuance. Certificates of Appropriateness shall be issued for a period of eighteen (18) months and are renewable.
- Appeals may be made to the Mayor and Board of Aldermen within fifteen (15) days of the HPC determination. Appeals from decisions of the Mayor and Board of Aldermen may be made to the Superior Court of Cobb County.
- If you have any questions, please contact the HPC Director at 770-917-1234**