

Materials to submit with application (required)

- Color photos:** Include photos of each side of the structure/property; the site to be altered and close ups of the specific areas to be changed.
- Drawings for conceptual review, new construction or graphics/signage:** Lettering, colors, materials, placement, etc.
- Material Samples/Manufacturer’s Brochures:** material samples and brochures which show and describe the materials to be used (i.e., paint chips, brochures on doors, windows, fencing, roofing)
- Site Plan:** A site plan must be included for new construction, additions, site graphics, fencing, and major landscaping projects. The plan must show property lines, all existing structures and/or landscaping in question, and their relationship to adjacent structures.

Applicant/Owner Certification:

I certify that I have read the introduction to this application and that the information I have included, and any accompanying documentation, is complete and accurate to the best of my knowledge. I further certify that I, the applicant, have been authorized by the owner to commit to changes proposed by the commission. The owner hereby gives permission to enter on the property for inspection during the time the application is pending.

Signature of applicant/agent

Date

Signature of property owner (if different than above)

Date

Note to Applicant:

Applications are considered by the Commission at 6:00 p.m. on the 3rd Tuesday of each month if there is an application to be considered. Applications must be submitted at least 8 days prior to any scheduled meeting. Meetings are held at City Hall located at 203 Elbert Street.

Return completed application with attachments to: City Clerk, P. O. Box 70, 203 Elbert Street, Elberton, GA 30635, fax: 706-213-3125, email: cchurney@cityofelberton.net.

TO BE COMPLETED BY STAFF:

Date application received: _____ Received by: _____

All attachments included YES NO (Explain) _____
