

Elberton Historic Preservation Commission

P. O. Box 70, 203 Elbert Street, Elberton, Georgia 30635

Phone: 706-213-3100 ~ Fax: 706-213-3125

Contact: Zoning Department / Community Development



APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS (COA)

Section 1. General Information:

Name of Applicant: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____

Contact Number: _____

Location of Property: _____

Relationship of applicant to property (lessee, owner, purchaser): _____

___ Residential ___ Commercial _____ Elbert Co. Parcel No. _____ Zoning District

Describe the project in detail, including all changes to the structure and/or property. Include all features to be removed, altered and/or added. Indicate all materials to be used and the manufacturer. Attach additional sheets, as needed.

Section 2. Required Information: (failure to submit required attachments will prevent application from being considered by the commission). **NO FEE 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. _____ Attached

Drawings for conceptual review, new construction or graphics/ signage: Lettering, colors, materials, placement, etc. _____Attached

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)

_____Attached

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. _____Attached

Section 3. Applicant/Owner Certification:

The applicant certifies that all information contained in this application, and all information furnished in support of this application, is true and complete to the best of my knowledge. Should any portion not be true, then the application is rejected. The owner/applicant hereby given 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: Commission meets 3rd Tuesday at 6:00 p.m. of each month provided an application has been submitted prior to the deadline (8-10 days prior to any scheduled meeting). The Historic Design Guidelines are located at www.cityofelberton.net (Planning & Zoning / Historic Preservation).

TO BE COMPLETED BY STAFF ONLY:

Date application received:

Received by:

Attachments included: ☐ Yes ☐ No (explanation)

The City of Elberton reserves the right to obtain additional information that reasonably may be required in order that an informed decision may be made.