

Vienna Historic Preservation Commission PO Box 436, Vienna, GA 31092 229-268-4920; fax 229-268-4919; www.cityofvienna.org

# <u>Application for a Certificate of Appropriateness (COA)</u> to the Vienna Historic Preservation Commission (VHPC) for a proposed change to a locally designated property.

Applicant: *	Phone:
Mailing Address:	
	ner as listed on the Property Deed, a letter from the overk must be included along with the owner's telephone
Property Address:	
Zoning (Check one): Commercial	Residential
Other(Explain)	
Brief Description of Project:	
Type of Project (Check all which	apply):
Construction	Site Changes
New Building	Demolition
Addition to building	Relocation of building(s)
Major building restoration, rehabilitation, or remodeling  Minor exterior change	Fence(s), wall(s), landscaping
	Other
	A-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1
	Anticipated Completion:
Contractor/Consultant/Architect:	
a locally designated property, the a the City o and its agents and emplo	enna's review of this application for a proposed change to pplicant agrees to hereby indemnify and hold harmless yees from and against any and all claims, damages, ted to this application or any issuance of a permit
Signature:	Date:

# PLEASE NOTE:

#### **Application Requirements:**

All applications must be complete and include required support materials listed on the reverse side of this application form.

# **Application Deadline:**

Applications and support materials must be submitted fifteen (15) days prior to the regular VHPC meeting, usually the last Wednesday of each month at 6:00 pm. Applications must be submitted at Vienna City Hall.

# **Application Representation:**

The applicant or an authorized representative of the applicant must attend the public hearing to support the application. Applicants for demolition must have a third party present at such hearing to provide objective, unbiased reasoning that demolition is needed. The third party must not have any vested interest in the project, i.e. project contractor, architect, or appraiser.

# **Building Permit Requirements:**

In addition to a COA, building permits must be acquired from Vienna City Hall. Building permits shall not be issued without proof of a COA.

#### **Deadline for Project Completion:**

After application approval, the COA is valid for 18 months and void if construction does not begin within 6 months.

Office Use Only
Resource No:
Received:
VHPC Hearing:
VHPC Decision:
Project Completion:
COA Expiration:

# **Application Checklist** Describe the proposed project (attach additional sheets if necessary). The description should include proposed materials. Please divide the A complete application requires description if the proposed scope of work will involve more than one support materials. Please check the type of project. (example: 1) addition of storage and 2) installation of list below for which materials you have provided to assist the HPC in the sign) review of the project. New Buildings and New Additions site plan landscape plan photographs of proposed site Major Restoration, Rehabilitation, or Remodeling description of proposed changes photographs of existing building documentation of earlier historic appearance (restoration only) Minor exterior changes description of proposed changes description of materials photographs of existing building Site changes - parking areas, drives and walks site plan or sketch of site description of materials photographs of site Site changes - fences, walls and mechanical systems site plan or sketch of site description of materials photographs of site Site changes - signs sketch of sign site plan of sign description of materials and

illumination