## City of Covington Planning and Zoning Department CERTIFICATE OF APPROPRIATENESS

FREQUENTLY ASKED QUESTIONS

**Q:** What is a Certificate of Appropriateness and do I need one?

A: A Certificate of Appropriateness is the approval by the Historic Preservation Commission for any exterior material change of a building or property within the designated historic districts of Covington. If you are proposing any change in building materials (i.e. siding, windows, roof, doors, etc), demolition, landscaping, fence installation or new construction within one of the two designated historic districts in Covington a Certificate of Appropriateness is required prior to starting any work. Contact the Department of Planning and Zoning at 770-385-2178 for assistance in determining if you are within a historic district and applying for a Certificate of Appropriateness.

**Q:** Is there a fee for a Certificate of Appropriateness?

**A:** If the request must be approved by the Historic Preservation Commission there is a \$150.00 application fee. Some requests may be approved administratively by the Planning Director and those do not require an application fee. Building permit fees may still apply.

Q: What is the process for obtaining a Certificate of Appropriateness?

**A:** See the following flowchart:

So you've contacted Planning & Zoning and are ready to complete the Certificate of Appropriateness application.

Complete the application and provide a detailed written explanation of what you are proposing. Provide pictures, drawings, material samples and other information supporting your request. Submit your completed application, supporting documents and fee to the Planning & Zoning Department.

Staff will review your application, provide you with a receipt and inform you of the date your application will go before the Historic Preservation Commission.

Staff will notify you in writing when you will need to appear before the Historic Preservation Commission, typically within 45 days after submitting your completed application. Staff will notify your neighbors in writing of your request, will post a sign on your property advertising your request and run a public notice in the local newspaper.

At the Historic Preservation

Commission meeting staff will
announce your request, provide a
brief staff report, answer any
questions by the Historic
Preservation Commission members
and provide a recommendation.

The Historic Preservation
Commission Chairman will then ask you, as the applicant, to provide a presentation of what you are proposing and why. You will be given 10 minutes to speak. The Commission may ask you questions; that dialogue will not count towards your 10 minutes.

This Historic Preservation Commission Chairman will allow any opposition a total of 10 minutes to speak then ask the Commission for any deliberation. The Chairman will then ask for a motion and vote. The decision will be rendered and the next item called.