



City of Covington

CERTIFICATE OF APPROPRIATENESS APPLICATION SUBMITTAL PROCEDURES

Purpose

This document explains the process and submittal requirements required for obtaining approval for any type of proposed construction activity within the Covington Historic District.

Process

- A pre-application meeting shall be held with the Planning & Development Department prior to completing this application. Please call 770-385-2178 to schedule such meeting.
- Applications for a Certificate of Appropriateness shall be submitted to the Planning & Development Department no less than 30 days prior to the next regularly scheduled Historic Preservation Commission meeting. The Historic Preservation Commission meets on the first Wednesday of each month at 6 p.m.
- Once an application has been submitted, the Planning & Development Department will review the application, submit a written recommendation to the Historic Preservation Commission and at least 15 days prior to the date of the public hearing will erect a sign in a conspicuous place on the property in question.
- The applicant and all interested parties shall attend the public hearing before the Historic Preservation Commission and shall be given an opportunity to address the Commission. During the public hearing, the Commission shall review the facts presented and vote to approve, reject or modify an application for issuance of a Certificate of Appropriateness.

Additional Documentation to Submit

- A Certificate of Appropriateness Report to include a cover Sheet, table of Contents, and the components listed below;
- One boundary survey of the entire property and site plan showing the location of all site improvements (i.e., buildings, parking areas, pools, etc.);
- One elevation drawing, or picture, of the existing structure and one elevation drawing, or picture of the proposed changes;
- A list of finished materials being proposed for the project;
- If exterior lighting is proposed please provide a photo and description of the lighting direction;
- If the request is for the relocation of a building, structure, site or object(s) please provide photographs and a narrative explaining how the criteria of Section 16.52.280(C) are met;
- If the request is for a demolition permit please provide photographs and a detail narrative explaining how the criteria of Section 16.52.280(D) are met. Also include a narrative description and supporting documents of the proposed use for the site after demolition;
- If the request is for new construction, provide photographs and an explanation as to how the criteria of Section 16.52.280(E) are met; and
- The application fee of \$300.00 accepted in cash, check or money order payable to the City of Covington.