## PROCEDURE TO OBTAIN A CERTIFICATE OF APPROPRIATENESS

as of Dec 2015

NOTE: This procedure only applies to properties within a locally designated historic district.

Does the work involve a material change in appearance?

Yes

Obtain an application form for a COA. Fill in form, attach plans, and return at least 10 DAYS PRIOR to next HPC meeting.

Attend the next HPC Design Review, where your application will be reviewed. The HPC will recommend approval, denial, or approval with modifications

Application is reviewed at next City Council meeting. City Council will either accept the recommendation or deny it.

If you are adversely affected by the decision of council, you may appeal to the Superior Court of Putnam County in the manner provided by law.

This includes site changes, rehabilitation, major repairs, additions, new construction, demolition or relocation.

See definition of a material change in appearance on back.

COA (Certificate of Appropriateness) forms are available from:

- City of Eatonton, City Hall: 201 N Jefferson Ave, Eatonton GA 31024
- Planning and Development (County Administration, 117 Putnam Dr. Eatonton Bypass, 706 485 5826)
- The HPC web site (www.eatontonhpc.com).

RETURN FORM TO CITY HALL at 201 N Jefferson Ave, Eatonton, GA 31024.

[For a major project, such as an addition or new construction, plans must be architectural drawings; for a simple project a hand drawn diagram will suffice.]

HPC Design Review Meetings are held on:

**2nd Monday of every month at 7 pm** at the Plaza Community Center building behind Plaza Arts Center at 305 N Madison Ave.

If no COA's are being presented, the HPC may cancel meetings.

CHECK eatontonhpc.com for current data on schedule changes.

City Council meetings following HPC reviews are held on 3<sup>rd</sup> Monday of each month at Putnam County Administration Building, 7 pm (5 days after HPC recommendation).

Upcoming agendas for City Council meetings can be found on the city web site (www.eatontonga.us)

Accepted

Proposed change accepted by City Council. The HPC will provide written notification.

BE SURE TO OBTAIN A WORK PERMIT WHEN REQUIRED by Planning & Zoning. You will need your COA letter with you.

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as of Dec 2015

A Material Change in appearance means a change that will affect either the exterior architectural or environmental features of any building, structure, site, object, landscape feature or work of art within an historic district such as:

- 1. A reconstruction or alteration of the size, shape or façade of a historic property, including relocation of doors or windows, or alteration of any architectural features, details or elements
- 2. Demolition or relocation of an historic structure
- 3. Commencement of evacuation for construction purposes
- 4. A change in the location of advertising visible from the public right of way
- 5. The erection, alteration, restoration or removal of any building or other structure within an historic property or district, including walls, fences, steps and pavements or other appurtenant features.

## **Other information:**

The HPC uses small temporary signs to notify everyone concerned about a proposed change to a property. A sign is installed in the relevant yard a) when an application is received, b) when an application is approved.

For a proposed demolition or relocation, a public hearing will be scheduled; this will be at the normal scheduled time of an HPC Design review meeting and will be made public via the Eatonton Messenger legal notices. Demolition or relocation applications must include post-demolition or post-relocation plans.

Ordinary maintenance or repair does not require a COA; if not sure, ask the HPC. Painting is considered ordinary maintenance (except painting unpainted brick which is typically NOT a recommended change).

## Historic Preservation Commission Members - appointed by City Council 2022

Lyn Romine - Chair 706 473 2778 Carol Haley - Vice Chair 706-473-1084

Nancy Marshall - Secretary 706 485 6442 (home) or 404-275-6611

Diane Folk 706-473-0426 Dan Waggoner 678-357-30067

City Web Site: <a href="https://www.eatontonga.us">www.eatontonga.us</a> HPC Web Site: <a href="https://www.eatontonpc.com">www.eatontonpc.com</a>.

**HPC Design Review:** 2nd Monday each month, Plaza Community Center behind Plaza Arts Center at 305 N Madison Ave. 6pm.

Mid-month City Council meeting: 3rd Monday each month, Putnam County Administration Building 7 pm.

City Hall 201 N Jefferson Ave (Spanish Eclectic building on corner of Harris and N Jefferson)

Planning and Zoning is located at the Putnam County Administration Building, 117 Putnam Dr. Eatonton, GA 31024 (on bypass just south of CITGO Sammons Eagle One Truck Stop.)