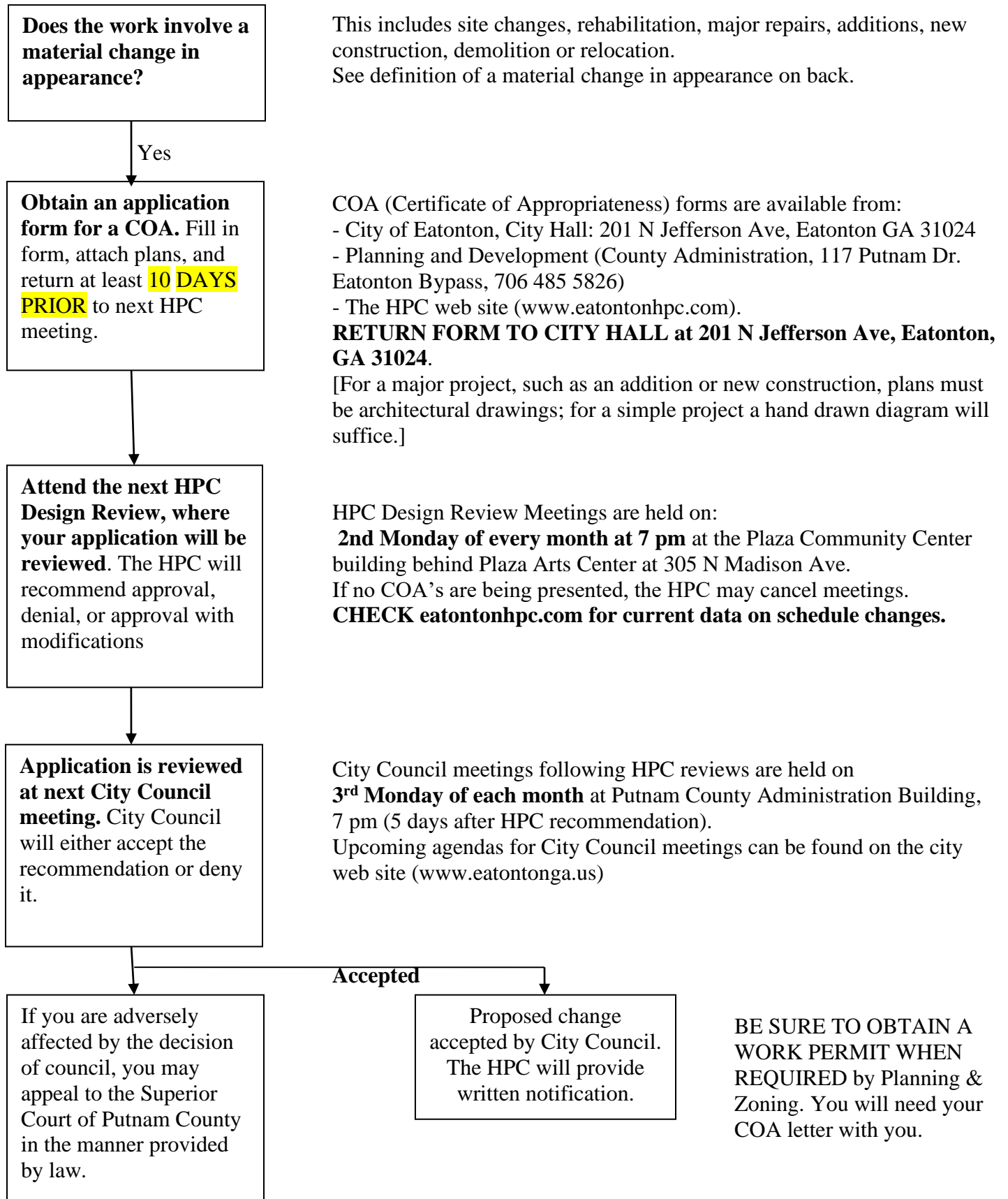


# PROCEDURE TO OBTAIN A CERTIFICATE OF APPROPRIATENESS

as of Dec 2015

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



## **PROCEDURE TO OBTAIN A CERTIFICATE OF APPROPRIATENESS**

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: [www.eatontonga.us](http://www.eatontonga.us)

HPC Web Site: [www.eatontonhpc.com](http://www.eatontonhpc.com).

**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.)