

PROCEDURE

Application Requirements

All Applications must be complete and include support materials listed on the reverse of this form and a \$25 non-refundable application fee.

Application Deadlines

See 3rd page of application for application submittal deadlines.

Application Representation

The applicant or authorized representative of the applicant should attend the public hearing to support the application.

Building Permits Requirements

In Addition to a COP application, building permits must be acquired from the Community Development Department. Building permits will not be issued without proof of a COP.

Deadline for Project Completion

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

Office	Use	Only
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Case Number Date Received

Contributing

Zoning

Legal Advertisement

Notified Adjacent

HPC Hearing

HPC Decision

COP Expiration

Project Completion

Tax Parcel

Cartersville Historic Preservation Commission

CERTIFICATE OF PRESERVATION APPLICATION

Project Address:							
Mailing Address (if different than project address):							
	Mailing Address (if different than project address):						
Phone:							
Email:							
*NOTE: If applicant is not the owner, as listed on the property of from the owner authorizing the proposed work must be include owners phone number and address.							
P Existing Building Type:							
Residential One, Two or Multi-family							
Garage, Storage E							
T Other	600						
Brief Project Description (example: addition of sunroom, installation of fe	ence):						
Type of Project (check all that apply):							
N New building							
O Addition to building							
R Relocation of building(s) M Demolition							
A Fence(s), wall(s), landscaping							
Minor exterior change							
 Major restoration, rehabilitation, or remodeling Other 							
N							
Start Date:							
Anticipated Completion:							
Contractor/Consultant/Architect:							
AUTHORIZATION In consideration for the City of Cartersville's review of tapplication for a proposed change to a locally designat the applicant agrees to hereby indemnify and hold harrand its' agents and employees from and against any ardamages, and/or liability arising from or related to this any issuance of a permit hereunder.	ed property, nless the City nd all claims,						
Date Signature							

APPLICATION CHECKLIST The following list includes the support material necessary for review of a particular project. New Buildings and New Additions site plan architectural elevations floor plan landscape plan (vegetation not required) description of construction materials photographs of proposed site and adjoining П properties Major Restoration, Rehabilitation, or Remodeling architectural elevations or sketches description of proposed changes description of construction materials photographs of existing building documentation of earlier historic appearances (restoration only) Minor Exterior Changes description of proposed changes description of construction materials photographs of existing building Site Changes - Parking areas, Drives, Walks site plan or sketch of site description of construction materials photographs of site Site Changes - Fences, Walls, Systems site plan or sketch of site П architectural elevations or sketches description of construction materials photographs of site Site Changes - Signs specifications description of construction materials and illumination Demolition Must include a complete plan for the new development. ☐ timetable demolition budget new construction budget evidence of adequate financing

NOTE: Only complete applications will be placed on the agenda for design review. Submit to:

City of Cartersville

Planning and Development Department P.O. Box 1390 Cartersville, GA 30120

PROJECT DESCRIPTION

Example: (1) Addition to rear (2) New roof]					
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PRECEDENCE OF DECISIONS

Each application will be considered on it's own merit with reference to the Secretary of the Interior's Standards and the Commission's published Design Standards. While the Historic Preservation Commission may consider past actions when making decisions on an Application for a Certificate of Preservation, it is not held by those decisions when considering new application that may appear similar in character.

City of Cartersville Hearing Schedule 2024-25

Historic Preservation Commission

All meetings are held in the City Hall Council Chambers 10 N. Public Square 3rd Floor City Hall

Application Filing Date		Public Notice, Tuesday		HPC Meeting Dates 5:30 PM, Tuesday	
(1) November	27	December	12	December	19
(2) December	22	January	9, 2024	January	16, 2024
January	19, 2024	February	13	February	20
February	23	March	12	March	19
March	22	April	9	April	16
April	19	May	14	May	21
May	24	June	11	June	18
June	21	July	9	July	16
July	19	August	13	August	20
August	23	September	10	September	17
September	20	October	8	October	15
October	18	November	12	November	19
(3) November	22	December	10	December	17
(5) December	20	January	14, 2025	January	21, 2025

- (1) November 27th is the Monday after the Thanksgiving holiday.
- (2) December 22nd is the Friday BEFORE the Christmas holiday.
- (3) November 22nd is the Friday before the Thanksgiving holiday.
- (4) December 20th is the Friday BEFORE the Christmas holiday.