



**Cartersville Historic Preservation Commission
CERTIFICATE OF PRESERVATION APPLICATION**

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

Case Number	_____
Date Received	_____
Contributing	_____
Zoning	_____
Legal Advertisement	_____
Notified Adjacent	_____
HPC Hearing	_____
HPC Decision	_____
COP Expiration	_____
Project Completion	_____
Tax Parcel	_____

*Applicant: _____

Project Address: _____

Mailing Address (if different than project address):

Phone: _____

Email: _____

*NOTE: If applicant is not the owner, as listed on the property deed, a letter from the owner authorizing the proposed work must be included along with the owners phone number and address.

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Existing Building Type:

- Residential One, Two or Multi-family _____
- Commercial Garage, Storage _____
- Other _____

Brief Project Description (example: addition of sunroom, installation of fence):

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Type of Project (Check all that apply):

- New building
- Addition to building
- Relocation of building(s)
- Demolition
- Fence(s), wall(s), landscaping
- Minor exterior change
- Major restoration, rehabilitation, or remodeling
- Other _____

Start Date: _____

Anticipated Completion: _____

Contractor/Consultant/Architect: _____

AUTHORIZATION

In consideration for the City of Cartersville's review of this application for a proposed change to a locally designated property, the applicant agrees to hereby indemnify and hold harmless the City and its' agents and employees from and against any and all claims, damages, and/or liability arising from or related to this application or any issuance of a permit hereunder.

Date _____ Signature _____

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.