



### Historic Preservation Application for Administrative Review

Administrative approval may be issued for the following projects only. A Certificate of Preservation must be obtained from HPC for projects not listed below: Check project area(s):

_____	SIGN	Must comply with Sign Ordinance
_____	ROOF	No significant alterations; no change in materials
_____	FENCE	Must comply with Zoning Ordinance
_____	MAINTENANCE	No change in exterior design or material
_____	DECK	Rear yard only
_____	POOL	Rear yard and side yard, if corner lot.
_____	ACCESSORY STRUCTURE	Rear yard only; must be less than 200 square feet
_____	RETAINING WALL (NEW)	Generally, for aesthetics and erosion control of short slopes, no structural impact to historic structure, under 30in. when abutting a public ROW or fence/handrail required. Utility locate required. Must Comply with Zoning Ordinance.

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Property Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Commercial \_\_\_\_\_ Residential \_\_\_\_\_

#### DESCRIPTION OF WORK

- Describe in detail all work planned: \_\_\_\_\_  
\_\_\_\_\_
- List materials to be used. Submit specification sheet, if available: \_\_\_\_\_  
\_\_\_\_\_
- Will there be an exterior structural change? Explain: \_\_\_\_\_  
\_\_\_\_\_
- Anticipated start date: \_\_\_\_\_ Anticipated end date: \_\_\_\_\_
- Applicant's signature: \_\_\_\_\_ Application date: \_\_\_\_\_

#### STAFF REVIEW

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
 Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

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