



CITY OF RICHMOND HILL
CERTIFICATE OF APPROPRIATENESS
APPLICATION PACKET

Required Information for All Submittals

- Application Form (1 signed hard copy)
- Supplementary Information- see attached checklist. Incomplete information may delay processing (1 digital & 1 hard copy)
- \$100 Application Fee for Major Work/Board Review (check made payable to the City of Richmond Hill)
- \$50 Application Fee for Minor Work/Staff Review (check made payable to the City of Richmond Hill)

Contact Information

Applicant _____ Contact Name _____

Applicant Address _____

Applicant Phone Number _____ Applicant Email _____

Property Owner _____ Same as above

Owner Address _____

Owner Phone Number _____ Owner Email _____

Signature of Legal Owner or Authorized Agent: I have read and understand all the information enclosed in this application form. I hereby certify that I am the legal owner or authorized agent for the legal owner of the subject property.

Signature: _____ Date: _____

Project Information

Project Address _____

Scope of Work (check all that apply):

Staff Review (Minor Work):

- Fences/walls
- New light fixtures
- Rehabilitation/replacement of architectural features or materials in-kind
- Demolition of unoriginal accessory building
- Signage

HPC Review (Major Work):

- New construction, including accessory buildings
- Additions
- Alterations to original historic features or materials
- Relocating a building
- Demolition in whole or part of any primary building
- Other: _____

Supplementary Information Checklist

The following checklist is the *minimum* information required. Applicants are encouraged to provide as much information as necessary to fully understand the project scope. Applicants are also encouraged to meet with staff to review the project prior to submittal of the COA.

1. Fences/Walls

- Clear color photographs of area to be fenced
- Proposed materials
- Specifications for all proposed materials and products
- Physical samples of any unusual or atypical materials
- Site plan indicating location of fence, existing buildings, property lines
- Drawing elevation indicating fence height, dimensions and configuration
- Drawing section through fence

2. Rehabilitation/Alterations to Existing Buildings

- Written project description
- Clear color photographs of area of alteration
- If returning to historic design, historic photographs
- Existing and proposed materials
- Specifications for all proposed materials and products
- Physical samples of any unusual or atypical materials
- Elevations depicting proposed alterations including dimensions, if applicable

3. Signage

- Description of how sign is to be attached to building, if applicable
- Clear color photographs of signage area
- Proposed materials
- Specifications for all proposed materials and products
- Physical samples of any unusual or atypical materials
- Site plan indicating location of sign
- Drawing elevation indicating sign dimensions and configuration

4. New Construction

- Written project description
- Clear color photographs of area of site and surrounding context
- Dimensioned elevations of all facades to include all materials labeled; window and door locations, heights, and widths; roof overhang and pitch; foundation, floor-to-floor and overall building height; porch details
- Dimensioned site plan including property lines, proposed building, setbacks, building coverage, mechanical and electrical utility location, driveway location
- Two sections (e/w, n/s) through the building
- A streetscape showing the proposed structure in context with the existing adjacent structures
- Specifications for all proposed materials and products
- Physical samples of any unusual or atypical materials

5. Additions

- Written project description
- Clear color photographs of building, addition location and surrounding context
- Dimensioned elevations of all facades to include all materials labeled; window and door locations, heights, and widths; roof overhang and pitch; foundation, floor-to-floor and overall building height; porch details (as applicable)
- Dimensioned site plan including property lines, existing building, proposed addition, setbacks, building coverage, mechanical and electrical utility location
- Two sections (e/w, n/s) through the addition
- Specifications for all proposed materials and products
- Physical samples of any unusual or atypical materials

6. Demolition of A Contributing Building

- Written project description
- Clear color photographs of all facades of building
- Report from a Structural Engineer licensed in GA and with historic building experience
- An appraisal
- Property assessment
- Amount paid for the property
- Past income activity
- Evidence of attempts to sell the property

7. Relocation of A Contributing Building

- Written project description detailing all previous efforts and attempts to save the building
- Clear color photographs of all facades of building
- If new site is located within the Ford Avenue Historic District, include all items for New Construction

8. Relocation and Demolition of Non-Contributing Buildings

- Written project description
- Clear color photographs of all facades of building
- For relocation only, if new site is located within the Ford Avenue Historic District, include all items for New Construction

The HPC meeting schedule and application deadlines can be found at: www.richmondhill-ga.gov

All COA applications will be evaluated for consistency with the Ford Avenue Historic District Design Standards (see Unified Development Ordinance, Article 11 Overlay Districts) and the Ford Avenue Design Guidelines (see Unified Development Ordinance, Appendix E).

Questions? Contact the Zoning Administrator at:

85 Richard R. Davis Drive

Richmond Hill, GA

(912) 756-3735

planning@richmondhill-ga.gov