



LOCAL HISTORIC AND CONSERVATION DISTRICTS HISTORIC PRESERVATION COMMISSION

Board Review Checklists for Certificate of Appropriateness Application Relocation and/or Demolition of a Contributing Building

Per House Bill 493, **detailed checklists of items required to be submitted for each type of project** are supplemental to this application. **Each item must be checked off and a page number where the item is located must be noted and included with the application. The applicant must sign the affidavit**, at the end of the application and each required checklist, certifying that all required items are provided. If there are questions regarding items required for your specific project, contact staff for clarification prior to submitting the application.

Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in the Board or Staff's review of the application and/or denial of the request. Revisions made to the applications after the submittal deadline and prior to the Board hearing may be continued to the following month's hearing. The Board reserves the right to require additional information if it believes that the submission of such information is necessary to understand the nature of the intended activity.

Submissions will only be accepted when emailed to historic@thempc.org. Ensure the file size does not exceed 10 MB. For questions, email preservationquestions@thempc.org or call 912-651-1440. Do not email questions to historic@thempc.org. If email is not available, contact the office for alternate arrangements.

RELOCATION (WILL BE CONSIDERED AS A NEW CONSTRUCTION APPLICATION). Relocation is reviewed as New Construction; in addition to the items below include all items on the New Construction checklist(s). Relocation and new construction shall be reviewed concurrently:

Non-Contributing Building:

REQUIRED Pre-Application Conference (Sec. 3.18.4.a. of the zoning ordinance):

Date attended and with which staff member: _____

Provide electronic payment receipt and indicate amount: \$ _____

Provide one (1) electronic copy and one (1) hard copy of the entire submittal packet.

Page No. _____: Color photographs of the building proposed to be relocated on the existing site.

Page No. _____: Information documenting the construction date, history, and development of the property.

Contributing Building:

REQUIRED Pre-Application Conference (Sec. 3.18.4.a. of the zoning ordinance):

Date attended and with which staff member: _____

Provide one (1) electronic copy and one (1) hard copy of the entire submittal packet.

Page No. _____: Color photographs of the building proposed to be relocated on the existing site.

Page No. _____: Information documenting the construction date, history, and development of the property.

Page No. _____: Reason for the request to move the building (choose as many as apply):

The relocation is required to alleviate an immediate threat to public health or public safety;

The relocation is required to avoid demolition;

The relocation is required to avoid exceptional practical difficulty or undue hardship upon the owner of the property if all the following conditions are also satisfied:

- The applicant has provided evidence sufficient to demonstrate that the application of the standards in the Ordinance deprives the applicant of reasonable economic return on the subject property; and
- The undue hardship is not of the property owner's own making.

- Page No. _____ : Color photographs of the building proposed to be demolished.
- Page No. _____ : Information documenting the construction date, history, and development of the property.
- Page No. _____ : Detailed explanation for the demolition and why it cannot be avoided.
- Page No. _____ : A report from a Georgia-licensed structural engineer with demonstrated experience in historic renovation, restoration, or rehabilitation, as to the structural soundness of the contributing resource. The report shall also identify any dangerous structural conditions.
- Page No. _____ : A fair market value appraisal of the property from a Georgia-licensed property appraiser. The appraisal shall include a full market sales report to include comparable sales.
- Page No. _____ : The amount paid for the property; the remaining balance on any mortgage or other financing secured by the property; and, the annual debt service for the previous two (2) years.
- Page No. _____ : If the property is income producing, the annual gross income from the property for the previous two (2) years; the itemized operating and maintenance expenses for the previous two (2) years; and depreciation deduction and annual cash flow before and after debt service for the previous two (2) years. The Historic Preservation Commission may require details of past rental history.
- Page No. _____ : If the property is income producing, the annual gross income from the property for the previous two (2) years; the itemized operating and maintenance expenses for the previous two (2) years; and depreciation deduction and annual cash flow before and after debt service for the previous two (2) years. The Historic Preservation Commission may require details of past rental history.
- Page No. _____ : The selling price asked and offers received within the previous two (2) years; the most recent assessed values of the property and real estate taxes (if applicable); and, evidence of listing for sale.
- Page No. _____ : Any economic incentives and/or funding available to the applicant through federal, state, local or private programs.

DEMOLITION OF A CONTRIBUTING BUILDING. A Certificate of Appropriateness must first be issued for the new construction of the replacement building prior to approval of the demolition.

REQUIRED Pre-Application Conference (Sec. 3.18.4.a. of the zoning ordinance):

Date attended and with which staff member: _____

- Provide electronic payment receipt and indicate amount: \$ _____
- Provide one (1) electronic copy and one (1) hard copy of the entire submittal packet.
- Page No. _____ : Color photographs of the building proposed to be demolished.
- Page No. _____ : Information documenting the construction date, history, and development of the property.
- Page No. _____ : Detailed explanation for the demolition and why it cannot be avoided.
- Page No. _____ : A report from a Georgia-licensed structural engineer with demonstrated experience in historic renovation, restoration, or rehabilitation, as to the structural soundness of the contributing resource. The report shall also identify any dangerous structural conditions.
- Page No. _____ : A fair market value appraisal of the property from a Georgia-licensed property appraiser. The appraisal shall include a full market sales report to include comparable sales.
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- Page No. _____ : If the property is income producing, the annual gross income from the property for the previous two (2) years; the itemized operating and maintenance expenses for the previous two (2) years; and depreciation deduction and annual cash flow before and after debt service for the previous two (2) years. The Historic Preservation Commission may require details of past rental history.
- Page No. _____ : The selling price asked and offers received within the previous two (2) years; the most recent assessed values of the property and real estate taxes (if applicable); and, evidence of listing for sale.
- Page No. _____ : Any economic incentives and/or funding available to the applicant through federal, state, local or private programs.

Affidavit Certifying Completeness of Application:

I hereby acknowledge that I understand the requirements listed above for what constitutes a complete application. I have checked off each box and included a page number where the item is located. I confirm that the requirements for a complete application have been met.

Signature: _____ **Date:** _____

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contact the office for alternate arrangements

A complete application submission consists of:

1. Complete, signed application
2. Complete, signed checklist(s) for each request
3. Checklist documentation
4. Payment receipt

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