



## LOCAL HISTORIC AND CONSERVATION DISTRICTS HISTORIC PRESERVATION COMMISSION

Staff Review Checklists for Certificate of Appropriateness Application  
Stucco Repairs, Shutters, Doors, Windows, Roofs, Brick Repointing, Awnings,  
Mechanical Screening, Signs, Fences, and Non-Contributing Demolition

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 Commission 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 Commission hearing may be continued to the following month's hearing. The Commission 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](mailto:historic@thempc.org). Ensure the file size does not exceed 10 MB. For questions, email [preservationquestions@thempc.org](mailto:preservationquestions@thempc.org) or call 912-651-1440.**

**Do not email questions to [historic@thempc.org](mailto:historic@thempc.org).** If email is not available, contact the office for alternate arrangements.

### **STUCCO, SHUTTERS, DOORS, WINDOWS, ROOFS:**

**RECOMMENDED** Pre-Application Conference (Sec. 3.18.4.b. 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. \_\_\_\_\_: Written project description.

Page No. \_\_\_\_\_: Color photographs of the building areas involved.

Page No. \_\_\_\_\_: Manufacturer's specifications of all proposed products.

Page No. \_\_\_\_\_: Physical samples of all proposed materials (no color selections).

### **BRICK REPOINTING:**

**RECOMMENDED** Pre-Application Conference (Sec. 3.18.4.b. 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. \_\_\_\_\_: Written project description.

Page No. \_\_\_\_\_: Color photographs of building areas involved with specific areas of proposed pointing marked.

Page No. \_\_\_\_\_: Proposed mortar mix; stating proportions of cement, lime, and sand by unit, i.e. by parts by volume (such as 1 part Portland cement, 1 part lime, 4-6 parts sand).

Page No. \_\_\_\_\_: Manufacturer's specifications of all proposed products (i.e.: brick and mortar).

### **AWNINGS:**

**RECOMMENDED** Pre-Application Conference (Sec. 3.18.4.b. 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. \_\_\_\_\_ : Written project description.
- Page No. \_\_\_\_\_ : Color photographs of building elevations to which awnings are proposed to be attached.
- Page No. \_\_\_\_\_ : Dimensioned scaled elevations of the front and sides of the proposed awnings.
- Page No. \_\_\_\_\_ : Dimension the clearance from the bottom of the awnings to the sidewalk.
- Page No. \_\_\_\_\_ : Indicate all proposed signage/graphics on the awning elevations and the total square footage of all signage/graphics.
- Page No. \_\_\_\_\_ : Physical fabric sample.

**MECHANICAL SCREENING:**

- RECOMMENDED** Pre-Application Conference (Sec. 3.18.4.b. 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. \_\_\_\_\_ : Written project description.
- Page No. \_\_\_\_\_ : Color photographs of the proposed locations for the mechanical screening/equipment.
- Page No. \_\_\_\_\_ : Site plan indicating the existing building(s) and proposed locations for the mechanical screening/equipment.
- Page No. \_\_\_\_\_ : Dimensioned elevation of the proposed screening.
- Page No. \_\_\_\_\_ : Manufacturer’s specifications for all proposed screening products.

**SIGNS.**

- RECOMMENDED** Pre-Application Conference (Sec. 3.18.4.b. 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. \_\_\_\_\_ : Written project description.
- Page No. \_\_\_\_\_ : Color photographs of the proposed sign location.
- Page No. \_\_\_\_\_ : Overall square footage of the proposed sign.
- Page No. \_\_\_\_\_ : Linear feet of frontage the business maintains along each street frontage.
- Page No. \_\_\_\_\_ : Dimensioned elevation of the proposed sign on the building. Dimension the clearance from the bottom on the sign to the sidewalk and projection from the building. Identify materials, lettering style, and wordage. Include a description of how the sign will be attached to the building’s façade.
- Page No. \_\_\_\_\_ : Description and manufacturer’s specification of lighting (if applicable). Include how the lighting will be attached to the building’s façade.
- Page No. \_\_\_\_\_ : Physical material samples.

**FENCES.**

- RECOMMENDED** Pre-Application Conference (Sec. 3.18.4.b. 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. \_\_\_\_\_ : Written project description.

Page No. \_\_\_\_\_ : Color photographs of the area proposed to be fenced.

Page No. \_\_\_\_\_ : Site Plan:

Lot dimensions.

Property lines.

Location of existing buildings(s) on lot.

Streets, lanes, and sidewalks.

Location and dimensions of new fences.

Any/wall existing fences.

Page No. \_\_\_\_\_ : Fence Elevation:

Dimensions.

Labeled materials.

Page No. \_\_\_\_\_ : Fence Section:

Dimensions.

Labeled materials.

Page No. \_\_\_\_\_ : Specifications for each product.

Page No. \_\_\_\_\_ : Physical material samples.

#### **NON-CONTRIBUTING DEMOLITION.**

**RECOMMENDED** Pre-Application Conference (Sec. 3.18.4.b. 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. \_\_\_\_\_ : Written project description.

Page No. \_\_\_\_\_ : Color photographs of the building proposed to be demolished.

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

#### **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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A complete application submission consists of:

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

**Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in the Commission or Staff's review of the application and/or denial of the request**