



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

(Application must be filled out completely)

_____ Pre-Application
_____ Preliminary site visit request
_____ Application

Date Received _____
Hearing Scheduled _____

[NOTE:] Architectural, Engineered or Scaled Drawings for any structural and/or exterior modifications or additions (including signage) must be submitted with this application.

DESIGNATED PROPERTY:

Location of Property (include street address if available) _____

Tax Map Identification _____

Name of Applicant _____

Doing Business as (if applicable) _____

Address of Applicant _____

Phone: Cell _____ Work _____ Home _____

Relationship of Applicant to Property (Lessee, owner) _____

Architect _____

Address _____ Phone _____

Contractor _____

Address _____ Phone _____

TYPE OF BUILDING

- ___ Single Family
- ___ Commercial
- ___ Two Family
- ___ Garage
- ___ Multi-family
- ___ Addition to existing structure
- ___ Repair
- ___ Fence/Wall
- ___ Parking
- ___ Demolish/Move

PROPOSED WORK

- ___ Alteration to existing structure
- ___ New Construction
- ___ Landscaping
- ___ Sign/Advertising
- ___ Other

Is there an application relevant to this property and the subject modifications or improvements pending or contemplated before the Board of Zoning Appeals, City Planning Commission or City Council? If so, please specify _____

Who will represent applicant before the Historic Preservation Commission?

Name _____

Title or relationship to applicant _____

Address _____ Phone _____

General Description of each modification or improvement: _____

Why is work planned? _____

What materials will be used? _____

How will the work be performed and what methods of application will be used? _____

Will the existing appearance be the same or different? _____ Explain _____

What is the estimated cost? _____

When is the work to begin? _____

What is the completion date? _____

Name, address & Phone # of property owner and/or legal agent (Print or type):

Notarized signature of property owner and/or agent

Mail completed application with supporting documentation to:
Historic Preservation Commission
197 North Main Street
Ellijay GA 30540

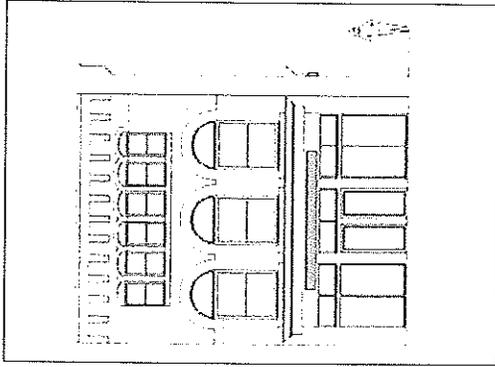
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**TO BE COMPLETED BY CITY STAFF**

Received by \_\_\_\_\_ Docket Number \_\_\_\_\_

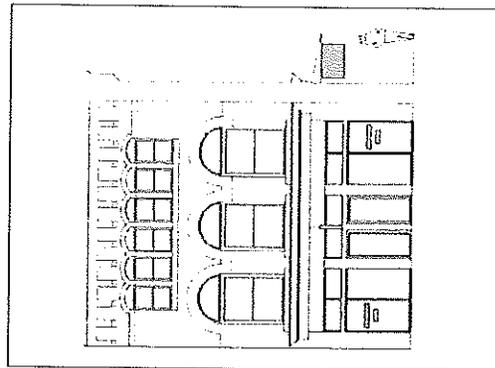
Date \_\_\_\_\_ Tax Map Identification \_\_\_\_\_

Qualifies for Administrative Review \_\_\_\_\_ yes \_\_\_\_\_ no

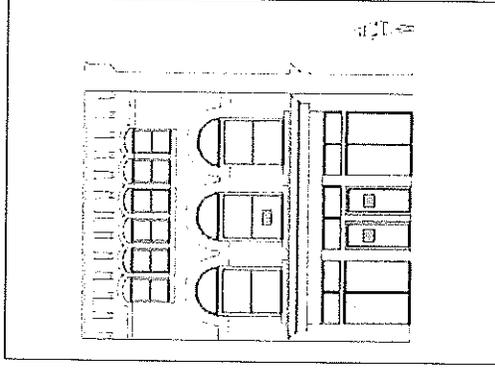
# Types of Allowable Signage in the Downtown Historic District



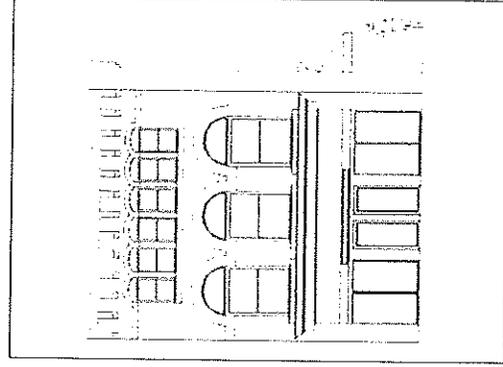
1. Flush Mounted



2. Projecting

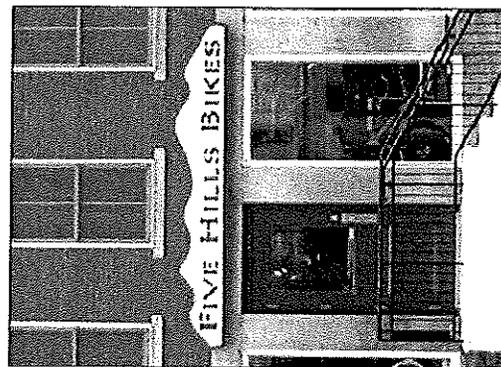


3. Window

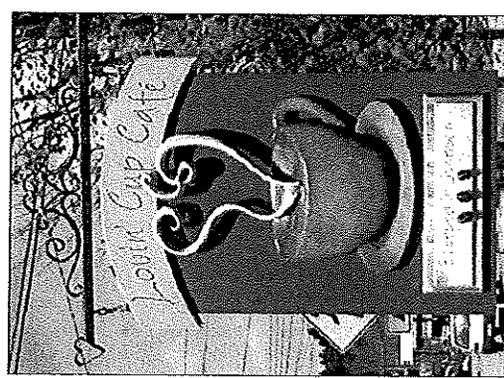


4. Awning/Canopy

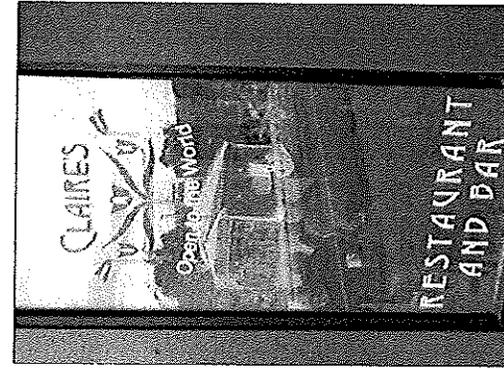
*Examples of Allowable Sign Types (See Ellijay's Design Policies & Guidelines and the City Sign Ordinance for Specifics)*



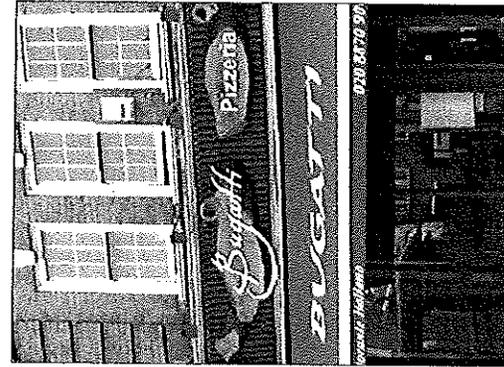
1. Flush Mounted



2. Projecting



3. Window



4. Awning/Canopy

Provided by the Ellijay Historic Preservation Commission (August 2010)



**CITY OF ELLIJAY  
HISTORIC PRESERVATION COMMISSION  
RULES OF PROCEDURE**

- SECTION 1:**
- A) Each application for a Certificate of Appropriateness shall be made on an official form and shall be delivered to the offices of the City of Ellijay – Administration. The time and date shall be noted on the application.
  - B) Applicant shall provide drawings, photographs, plans or other documentation reflecting proposed modifications and provide proposed materials list and colors as may be required by the Commission. At the hearing on the application, applicant shall provide samples of materials and proposed colors. Applications involving demolition or relocation shall be accompanied by a post-demolition or relocation plan for the site.
  - C) A completed application will be placed on the Commission’s agenda at their next regularly scheduled meeting. At the meeting, the commission will read the application and will receive the required information, as well as open the floor to public input. The Commission will then decide whether to approve, reject or table the application for a Certificate of Appropriateness.

**SECTION 2:** All information called for in the application shall be furnished by the Applicant, as prescribed in the application form and criteria checklist. The applicant shall provide the name of the applicant, street number of the premises, tax map and parcel number and date of application.

**SECTION 3:** The Commission shall maintain a docket book which shall be kept posted to date. Final disposition of the case shall be entered by the Commission. All continuances, postponements, and other steps taken and acts done shall be noted on the docket.

**SECTION 4:** Applications, including continued applications, filed in proper form shall be docketed and placed on the agenda of the Commission according to their application numbers. Incomplete applications shall not receive a number or be docketed until all information has been received.

**SECTION 5:** To be placed on the agenda for action, applications are considered to be filed by the close of business twenty-one (21) days prior to the date of a regularly scheduled meeting. Completed applications filed by the deadline will be entered on the agenda for the

regular meeting of the Commission held on the second Monday of the month. Applications received after the deadline will be considered as being filed by the date of the next filing deadline.

**SECTION 6:** Every applicant must appear in person or be represented by an agent or attorney at the meeting of the Commission. The order of business for consideration of applications for Certificates of Appropriateness shall be as follows:

**A) Review Procedure:**

1. For a period of fifteen (15) days prior to the next meeting of the Commission, a notice shall be posted on the property indicating an application to HPC for Certificate of Appropriateness.
2. Commission members are to visit the property site for which application was made.

**B) Hearing of Application:**

1. The Chairman shall call the application by docket number, applicant name and address according to the agenda and check for conflicts of interest among Commission members.
2. The Chairman shall call on the applicant to present the application and support documentation.
3. Commission hears the application and directs questions to applicant.
4. Additional information, if required by the Commission, is directed to the applicant.
5. The Chairman then asks if any other persons wish to speak either for or against the application before the Commission and gives them the opportunity to do so.
6. Commission members may address questions to the applicant and to other interested parties.
7. The Chairman shall call for discussion.
8. After hearing discussion by applicant and any other persons, the meeting will be closed for further public

comment at which time the Commission members may discuss the application. The Chairman then called for a motion, a second, discussion, and a vote. If no motion is made, Chairman shall advise applicant and Commission members that the HPC Ordinance mandates that failure of the Commission to act within said forty-five (45) days shall constitute approval, and no other evidence of approval shall be needed.

9. Notice of issuance or denial of a Certificate of Appropriateness shall be sent by certified United States mail to the applicant and all other persons who have requested such notice in writing.
10. All work performed pursuant to an issued Certificate of Appropriateness shall conform to the requirements of such certificate. In the event work is performed not in accordance with such Certificate, the Commission or the City Code Enforcement Officer shall issue a cease and desist order and all work shall cease. Fines and penalties may be imposed if work is not ceased.

**SECTION 7:** The Commission may consider, but shall not be bound by, precedent. Each case shall be decided upon its merits, applying the Ordinance.

**SECTION 8:** The Commission has the right to wave the Review Procedure for applications where Commission members feel they have full knowledge and enough information to vote intelligently and reasonably on the application.

Adopted by the Historic Preservation Commission June 4, 2008.

Revised 1.2009

Revised 12.2009