



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Please complete the blanks with the information requested. If any of the information or required materials is missing or incomplete, the application will not be processed. Also, please note the required information requested on the back of this page.

Date of Application: _____

APPLICANT

Applicant Name: _____

Address: _____

Phone: () _____ - _____

Applicant Email Address: _____

Owner Name *(If different from applicant):* _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: () _____ - _____

Email: _____

(Note: A notarized statement signed by the property owner(s) authorizing the applicant to make this request shall be attached to the application.)

Property Address: _____

Parcel # _____ **County:** _____

Zoning District: _____ **General Plan Designation:** _____

Age of Building _____ **Relocated or Original Site:** _____

Unique Characteristics or History: _____

Detailed Project Description: _____

**Application for Certificate of Appropriateness
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_____, *hereby state that I of the above statements and statements contained in the documents submitted with this application are true.*

Signature of Applicant

Date

Required Materials to Accompany the Application:

The Community Development Director may waive informational requirements upon finding that the information is not required to determine compliance with UDC requirements.

- 1. Copy of deed, lease, option agreement or other evidence of ownership or applicant's interest in the property. If the applicant is not the owner, attach a notarized statement signed by the owner authorizing the applicant to request the amendment.
- 2. Photographs of the building and existing conditions from all relevant sides;
- 3. A written statement describing the following:
 - a. The proposed change and the effect the proposed change may have on surrounding properties and a statement of the facts indicating that the proposed change will not be detrimental to the general public interest and the purposes of this Code;
 - b. Whether such change is consistent with the intent and the purpose of this Code and the goals and policies of the Comprehensive Plan;
 - c. The areas which are most likely to be directly affected by such change and the likely effects;
- 4. If installing signage or graphics on a building or on the site, or directly behind the window or on a window, a drawing of the signage.
- 5. Historic plans, elevations or photographs.
- 6. Name and address of adjacent property owners.
- 7. Filing fee of \$_____.

If your project goes to City Council, you will be notified by mail in advance of the hearing date. If you would like to check meeting agendas, please go to our website: www.villarica.org.

Return Form to:

**Villa Rica Historic Preservation Commission
c/o City of Villa Rica
Community Development Department
571 W. Bankhead Highway
Villa Rica, GA 30180**

**Telephone: (678) 840-1213
Fax: (770) 459-7003**

FOR OFFICE USE ONLY:

Total Amount Paid \$ _____ Cash _____ Check # _____ Received by:

Application checked by: _____ Date: _____ Map Number(s):

Planning Commission: Approved Denied
Date: _____
Conditions: No Yes
How many: _____

City Council Decision: Approved Denied
Date: _____
Conditions: No Yes
How many: _____

Planning Manager's Signature: _____
Date: _____