



A Certificate of Appropriateness (COA) is required when changes in design or materials are proposed for properties or for proposed demolitions of any structures found within the downtown design review district or any of Macon’s historic districts. In order to review a Certificate of Appropriateness, a set of established design guidelines are used to determine if the changes that are proposed are in keeping with the character of the district. In order to properly complete this process, a series of required forms, drawings, photographs, and plans will have to be submitted. Listed below are the following steps in the Certificate of Appropriateness process.

Pre Application Meeting

A pre- application meeting with the Historic Preservation DRO is **REQUIRED** prior to submitting an application. The meeting will establish the materials needed in the submittal, the quality of the materials, familiarize the applicant with design review process, go over required forms, and allows the DRO to voice concerns with the application. The applicant can ask other questions as needed during this time and can establish a rapport with the DRO. During this meeting, the DRO will explain deadlines for necessary paper work. **INCOMPLETE APPLICATIONS WILL NOT PROCEED TO THE NEXT STEP.**

MEETING APPOINTMENT: _____

Design Review Board Meeting/ Planning and Zoning Commission

After the application is submitted in full, the Design Review Board will review the project and present a decision at the assigned DRB Meeting. **THE APPLICANT MUST BE PRESENT IN ORDER TO BE CONSIDERED.** The Design Review Board will voice concerns and comments on the project. After deliberation, the DRB can ratify the project at this time. However, the application can proceed on to the Planning and Zoning Commission for either a decision or an appeal.

HEARING DATE: _____

Post Meeting

After a decision has been made by the DRB and or the Commission, it may be necessary to have a follow up meeting to explain the implications for the applicant or to process forms. This meeting can be scheduled by the applicant and is not required.



Application for Certificate of Appropriateness

For office use only:

Map/Parcel Number _____ District _____ District Name _____

Certificate of Appropriateness to allow _____

Site Plan _____ Landscape Plan _____ Elevations _____ Details _____

Application accepted by _____ Date _____

Receipt Number _____ Amount _____ Date _____

Design Review Board hearing date _____

Commission hearing date _____ Result _____

Issued by _____ Date _____

Special Conditions _____

Date _____

Address of Property of Proposed Use _____

Applicant Information: Name _____

Street Address _____

City _____ State _____ Zip _____

Phone Number: (_____) _____ - _____

E-mail address for **primary contact** (required) _____

Note: When possible, any correspondence for an agenda item will be by email.

Owner Information: Name _____

Street Address _____

City _____ State _____ Zip _____

Phone Number (_____) _____ - _____

E-mail Address: _____

Are you aware that design guidelines exist for your area? Yes _____ No _____

Narrative

Describe below, clearly and in detail, the appearance and nature of the proposed project. Attach drawings, specifications, renderings, photographs, etc. Include information on materials, location of any significant vegetation, parking areas, walkways, etc.

Project starting date _____ Project completion date _____

Are Federal Tax Incentives being sought for this project? Yes _____ No _____

I understand that this application is for a Certificate of Appropriateness only and that a zoning permit is required for any uses associated with this location. I realize that drawings and measurements must be exact and if errors result in a violation of the Board's approval, then appropriate changes will have to be made. All statements are true to the best of my knowledge and belief.

Owner's Signature _____ (required)

Owner's Name _____ (print)

Agent's Signature _____ (if applicable)

Agent's Name _____ (print)

Copies of all information submitted with the application must be retained by the Macon-Bibb County Planning and Zoning Commission.

Please complete all categories on the following pages that apply to your proposal. All others must be marked “Not Applicable” (NA).

Material Standards for New and Existing Structures

Design Guidelines are available that explain the design criteria used by the Design Review Board and the Zoning Commission for review of an application for a Certificate of Appropriateness. Please refer to the Design Guidelines for information regarding appropriate changes. Please provide the following information only as it relates to the proposed changes on your property. Unrelated items may be marked “Not Applicable”

1. Roofing Materials
Current: _____ Proposed: _____

2. Windows (include materials and light configuration)
Current: _____ Proposed: _____

3. Blinds and Shutters (include if operable or fixed)
Current: _____ Proposed: _____

4. Exterior Wall Siding (include material and width of lap siding)
Current: _____ Proposed: _____

5. Porches (include location on property and materials)
Current: _____ Proposed: _____

6. Doors (include material and configuration of any paneling)
Current: _____ Proposed: _____

7. Foundations (include materials and finish)
Current: _____ Proposed: _____

Streetscape and Yard Standards

Design Guidelines are available that explain the design criteria used by the Design Review Board and the Zoning Commission for review of an application for a Certificate of Appropriateness. Please refer to the Design Guidelines for information regarding appropriate changes. Please provide the following information only as it relates to the proposed changes on your property. Unrelated items may be marked "Not Applicable"

1. Fences and walls (include materials, location, height, and finish)

Existing Conditions _____ Proposed _____

2. Walkways, Driveways, and Parking (include materials, location, and measurements)

Existing Conditions _____ Proposed _____

3. Landscaping (include location and species of plantings)

Existing Conditions _____ Proposed _____

4. Signage (include materials, dimensions, and height of freestanding signs, lighting and landscaping)

Existing Conditions _____ Proposed _____

5. Garages and other Accessory Buildings (include location, materials, and size)

Existing Conditions _____ Proposed _____

6. Accessory Structures (i.e. satellite dish)

Existing Conditions _____ Proposed _____

7. Demolition of Structure(s)

Existing Conditions _____ Proposed _____

Certificate of Appropriateness Minimal Submittal Checklist

Prior to the review of a project for consideration for a certificate of appropriateness, the following documents, drawings and photographs must be submitted in order to successfully illustrate the changes that are going to occur on the property. As each project is different, the required materials will vary from site to site. **A scheduled meeting with the Historic Preservation Development Review Officer is required to determine which items will be necessary for the application.** All information in the documents, drawings, and photographs should correspond and agree in content. Regarding drawings, two full sized sets are required as well as a reduced copy no larger than 11" x 17".

A. All Projects

- Completed in full Certificate of Appropriateness application. "See attached" or "Reference other materials" should not be used on any section of the form.
- To- Scale Site Plan that includes:
 - Shape of lot with building placement
 - Setbacks from neighboring structure
 - Site features including walkways, trees, shrubs, and accessory buildings
- Narrative describing the project

B. New Building

- Site Plan
- Façade Elevations
 - To- scale drawing of each elevation of the building. Include dimensions.
 - Height indications of adjacent buildings
- Floor plans
 - Include dimensions
- Photographs documenting existing structures to either side of new build

C. Addition or Modification to Existing Building

- Façade Elevations
 - To- scale drawing of each elevation effected by the new construction. Include dimensions.
 - Elevations of the new addition
 - Height indications of adjacent buildings
- Floor plans
 - Include dimensions
- Details showing changes of doors, windows, and other architectural elements as needed
- Photographs of the existing structure
- Site Plan
 - Location of all changes that are to occur on the property

D. Landscape Plans

- Site Plan
 - Shape of lot with all existing buildings and structure placement
 - **Setbacks** from neighboring structure
 - Site features including walkways, trees, shrubs, and accessory buildings
 - Details of proposed construction
 - Existing vegetation to retain

- Proposed vegetation
- Plant list to include:
 - Plant species
 - Size of plants at time of planting
- Indication of irrigation

E. Signage

- Sign Permit Application
 - Freestanding**
 - Site Plan
 - Elevation of proposed sign with dimensions
 - Sign material list
 - Indication of illumination

 - Wall**
 - Elevation of entire building façade with placement indicated
 - Elevation of proposed sign with dimensions

 - Sign material list
 - Indication of illumination

F. Awning and Canopies

- Complete façade elevation for each side where awning is to be placed.
- Site plan
- Details including clearance height and projection from the wall plane

G. Accessory Building

- Site plan
- Elevations
- Details including a materials list

H. Demolitions

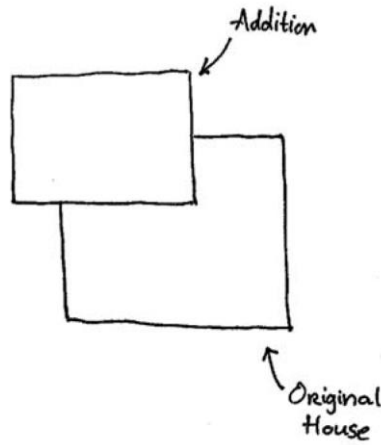
- Narrative of proposed use of the property and reason existing structure cannot be adapted
- Complete structural report required when health and safety indicated as the reason for demolition
- Site plan
- Researched history of the structure

Drawing Standards for Submittals

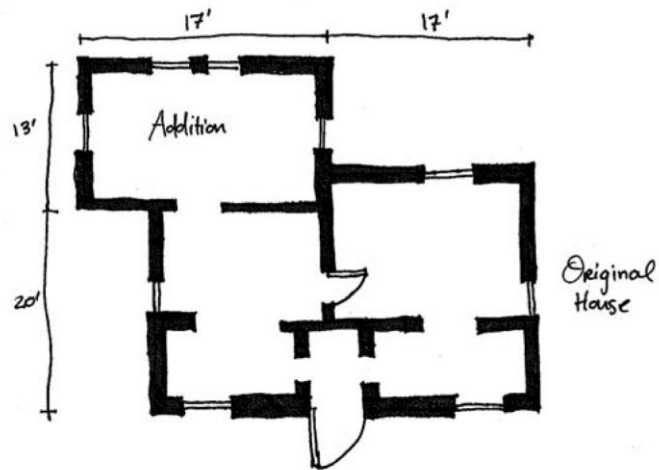
In order to better help the public create appropriate drawings for the Certificate of Appropriateness review process, the Macon Bibb Planning and Zoning Commission have deemed it necessary to create this guide to improve the quality of submissions and to better explain the materials wanted in the application. When gathering your materials for submittals, compare the drawings in this guide to those that you are providing. This will help the applicant understand where work is needed with the application.

Floor plans

When submitting floor plans, it is key to show dimensions, wall openings, and wall thickness. Drawings are to be to scale. The drawing should successfully articulate changes that are being proposed to the structure. While not shown in these drawings, scales as well as north arrows



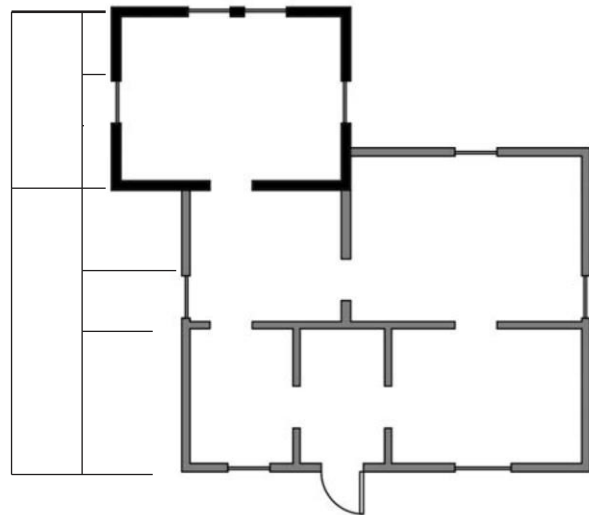
Inappropriate Drawing: Scale and character of addition are unknown. Dimensions are missing.



Appropriate Drawing: While free-hand, wall thickness and character of addition is shown. Dimensions are also given

Drawing Standards for Submittals

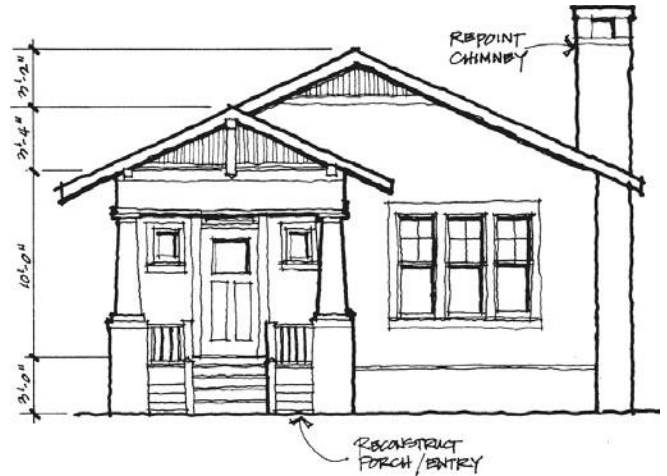
Facade Elevations When submitting elevations, it is key to show dimensions, wall openings, and key architectural features. Drawings are to be to scale and proportional. Facades should have a solid ground line to keep the image from floating. All facades should be included in the application. The drawing should convey the character of the building. The drawing should successfully articulate changes that are being proposed to



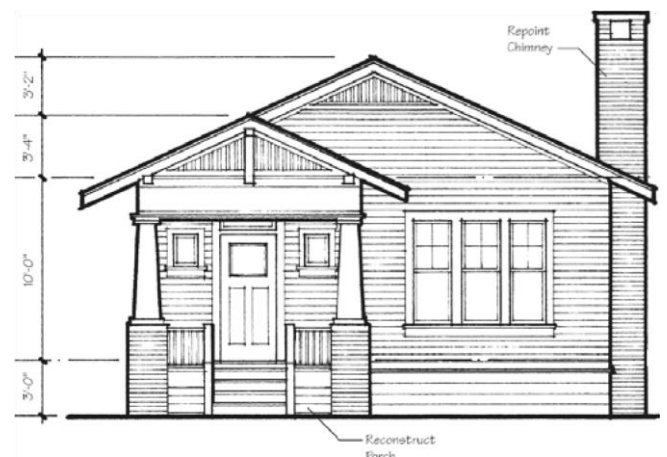
Appropriate Drawing: Mechanically drafted Addition is delineated and dimensions are pulled to the side appropriately.

the structure. While not shown in these drawings, scales are required.

Inappropriate Drawing: Scale and character are not clearly conveyed. Dimensions are missing.



Appropriate Drawing: While free-handed, the drawing adequately conveyed the scale and character of the building. Dimensions are included

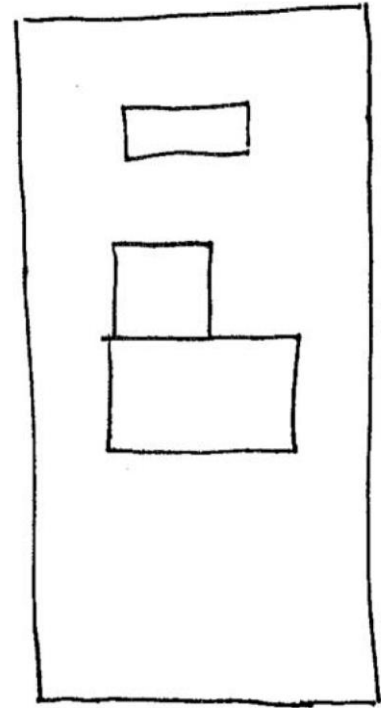


Appropriate Drawing: Mechanically drafted with dimensions and best conveys the character of the building.

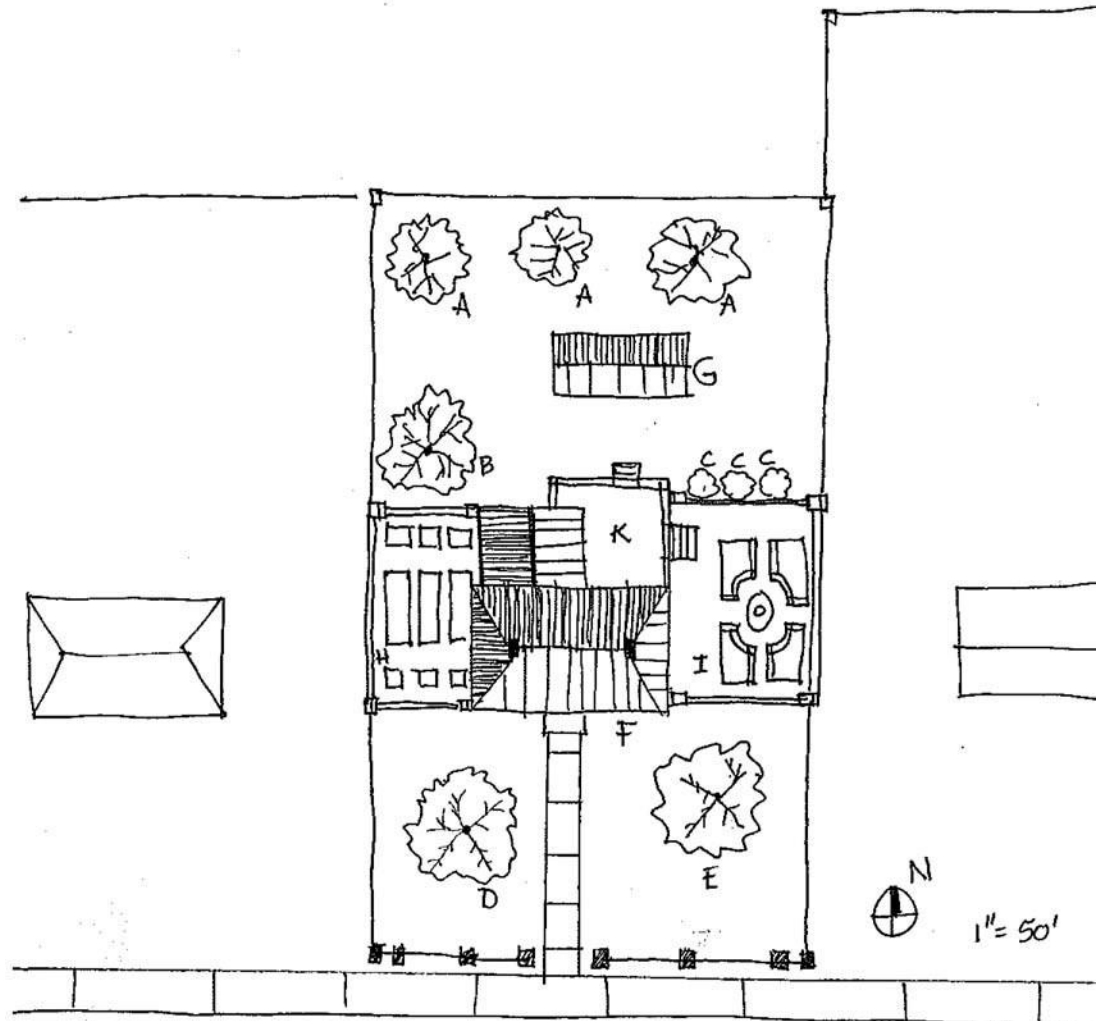
Drawing Standards for Submittals

Site Plans

When submitting site plans, it is key to show existing structures, significant features, key vegetation, and proposed construction. Drawings are to be to scale. The drawing should successfully articulate changes that are being proposed to the site. Critical features to include in the drawings are dimensions, north arrows, scales, as well as planting list if significant changes are being made to the planting material.



Inappropriate Drawing: Scale and character are not clearly conveyed. Dimensions are missing.



Appropriate Drawing: While free handed it conveys the character of the site and the changes that are to occur.