



# Application for a Certificate of Appropriateness (COA)

to the City of Thomson Historic Preservation Commission for a proposed change to a property within a local historic district.

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Primary Telephone: \_\_\_\_\_ Mobile Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
street city state zip code

## APPLICANT INFORMATION

**CONTRACTORS PLEASE NOTE:** Contractors submitting an application on behalf of a property owner must provide a signed statement from the property owner granting permission to apply for a COA on their behalf. (See page 2 for statement.)

Applicant's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Primary Telephone: \_\_\_\_\_ Mobile Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
street city state zip code

## PROJECT INFORMATION

**BE SURE TO COMPLETE BOTH PAGES OF THIS APPLICATION**

Type of project (check all that apply):

### Construction \_\_\_\_\_

- Major building restoration, rehabilitation, or remodeling
- Addition to building
- New building
- New roof
- Roof repair
- Minor exterior change

### Site changes \_\_\_\_\_

- Sign(s)
- Fence(s) or wall(s)
- Mechanical system(s)
- Parking area(s)
- Driveway(s) / walkway(s)
- Permanent exterior feature(s): (e.g. satellite dishes, pools, lighting, arbors, gazebos, etc.)

### Demolition \_\_\_\_\_

- Primary building
- Outbuilding

### Relocation \_\_\_\_\_

- Primary building
- Outbuilding

## DEADLINE, REPRESENTATION & REQUIREMENTS

### APPLICATION REQUIREMENTS:

Applications **must** include supporting materials listed on page 2 (reverse) to be considered complete. **Incomplete applications will not be reviewed.**

**APPLICATION DEADLINE:** To expedite your application, it is due to the Thomson-City of Thomson about 37 days prior to a regular HPC meeting. The HPC meets the first Monday of each month except July and December

Applications must be submitted to the attention of: HPC Staff Coordinator by one of the following delivery methods:

- Hand-delivered to City of Thomson, 210 Railroad Street

### APPLICATION REPRESENTATION:

**Applicants (or a representative) must attend HPC meeting when application is reviewed** in order to answer questions which may arise; and if unanswered could result in denial of the COA application.

## FOR OFFICE USE ONLY

Date received: \_\_\_\_\_

Time received: \_\_\_\_\_

Received by: \_\_\_\_\_

Planning & Zoning Review: \_\_\_\_\_

Docket number: \_\_\_\_\_

Residential  Commercial

Staff-Approved?  Yes  No

HPC Review date: \_\_\_\_\_

## IMPORTANT NOTE

# Work must be completed as presented and approved

If modifications or amendments become necessary, such changes must be presented to and approved by the Historic Preservation Commission or HPC Coordinator prior to beginning work on any aspect of said modification or amendment.

## REQUIRED MATERIALS

**The following materials are required for a complete application.** Incomplete applications will **not** be reviewed.

### New construction and additions:

- description of project
- site plan
- architectural elevations and sketches
- floor plan
- description of materials
- photographs of proposed site

### Major restoration, rehabilitation, or remodeling:

- architectural elevations and sketches
- description of project
- description of materials
- photographs of existing building

### Minor exterior changes and roof work:

- description of project
- description of materials
- photographs of site

### Site Changes:

**(parking areas, driveways, walkways, fences, walls, mechanical systems, landscaping, and other permanent site features)**

- site plan or sketch of site
- architectural elevations or sketches
- description of materials
- photographs of site

### Demolition and relocation:

- site plan or sketch of site
- description of materials
- photographs of site and building before move

### Signage:

- architectural elevations and sketches  
(for signs located on the building)
- site plan or sketch of site  
(for free standing signs)
- description of materials and illumination

## DESIGN GUIDELINES

The HPC uses the *Secretary of the Interior's Standards* and the *Thomson Design Guidelines* to make informed decisions. Copies of the *Design Guidelines* are available free of charge at the City of Thomson, or on the Thomson-McDuffie City website:

## PROJECT AND MATERIALS DESCRIPTION

Provide a description of your project and your materials. *Please attach additional paperwork, photographs, and samples as needed.*

## PROPERTY OWNER APPROVAL AND PERMISSIONS

I grant permission to the contractor listed on this application to apply for a Certificate of Appropriateness (COA) on my behalf; and acknowledge that they must provide all necessary items for the COA review on my behalf.

Property owner's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor's Signature as representative: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby grant access to the City of Thomson Historic Preservation Commission staff to my property (exterior only) to examine the work site and place notice signage.

Property owner's signature: \_\_\_\_\_

Date: \_\_\_\_\_