

City of West Point, Georgia

Application for Certificate of Appropriateness

**Note: Applications must be filed before 5:00 P.M. on the last Friday of the calendar month.** If the last Friday is a holiday, the application must be filed before the close of the previous working day. An application filed before this deadline will be considered at the next regular monthly meeting of the Historic Preservation Commission, usually held on the first Wednesday of each month at 1:00 P.M. at City Hall. (Schedule is posted on the bulletin board in City Hall.) All Historic Preservation Commission meetings are open public meetings, and interested persons are invited to attend.

Application forms are available at City Hall, and should be filed with Kristin Lester at City Hall.

The applicant, or a representative of the applicant, must attend the meeting of the Historic Preservation Commission when the application is considered. Applicants will be notified in writing of the decision of the Commission.

Before submitting an application, please consult the Historic District Design Guidelines, to insure that all details of your project are in compliance with the Guidelines.

In general, any change to the exterior of a structure (excluding painting), or any addition to the exterior of a structure, requires a Certificate of Appropriateness. Building permits will not be issued until the application is approved and the certificate is issued.

Interior renovations, or other changes affecting only the building interior, do not require an application to be submitted.

City of West Point, Georgia

Application for Certificate of Appropriateness

**DESIGNATED PROPERTY:**

Street address: \_\_\_\_\_

Name and address of Applicant \_\_\_\_\_  
\_\_\_\_\_

Phone: Work \_\_\_\_\_ Home \_\_\_\_\_

Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Relationship of Applicant to Property: Owner \_\_\_\_\_ Lessee \_\_\_\_\_

Architect: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

**TYPE OF BUILDING**

**PROPOSED WORK**

\_\_\_\_ Commercial

\_\_\_\_ Alteration to  
existing structure

\_\_\_\_ Fence/Wall

\_\_\_\_ Single Family Residence

\_\_\_\_ Addition to  
existing structure

\_\_\_\_ Landscaping

\_\_\_\_ Duplex

\_\_\_\_ Repair

\_\_\_\_ Parking

\_\_\_\_ Multi-family Residence

\_\_\_\_ New Construction

\_\_\_\_ Other  
(explain)

\_\_\_\_ Garage

\_\_\_\_ Sign/Advertising

\_\_\_\_ Other

\_\_\_\_ Demolition

Give a general description of each modification or improvement. Be as specific as possible and give complete details. If possible, attach architect's plans, drawings, photos, etc. to illustrate your proposed project:

Why is the work needed? \_\_\_\_\_  
\_\_\_\_\_

What materials will be used? \_\_\_\_\_  
\_\_\_\_\_

How will the work be performed, and what methods of application will be used?  
\_\_\_\_\_  
\_\_\_\_\_

Will the finished appearance of the building be different from the existing appearance? If not, explain. \_\_\_\_\_  
\_\_\_\_\_

When is the work to begin? \_\_\_\_\_

When is the anticipated completion date? \_\_\_\_\_

Name of Property Owner: (print or type) \_\_\_\_\_  
Signature of property owner: \_\_\_\_\_  
(if different from applicant)

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_ Date received by City Hall: \_\_\_\_\_