



# Application for a Certificate of Appropriateness (COA)

## Opelika Historic Preservation Commission

### PROCEDURE

#### Application Requirements

All Applications must be complete and include required support materials listed .

**Incomplete applications will NOT be forward for review.**

#### Application Deadline

Applications are due by 4 pm on Thursday, two weeks prior to the next meeting date. Each meeting is held on the second Thursday of each month.

#### Application Representation

The applicant or authorized representative of the applicant should attend the public hearing to support the application.

#### Building Permit Requirements

In addition to a COA application, building permits must be acquired from the Building & Inspections Divisions.

#### Deadline for Project Completion

After approval, the COA is valid for (18) eighteen months and void if construction does not begin within (6) six months.

#### Precedence of Decisions

Each application will be considered on its own merit . While the Preservation Commission may consider past actions when making decisions on a n COA, it is not held by those decisions when considering new applications that may appear similar in character.

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

**NOTE:** If applicant is not the owner, as listed on the Property Deed, a letter from the owner authorizing the proposed work must be included along with owner's phone number and address.

### PROJECT INFORMATION

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

District: \_\_\_\_\_ Geneva Street \_\_\_\_\_ Downtown \_\_\_\_\_ Northside

Existing Land Use:

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Other: \_\_\_\_\_

Type of Project: Check all that apply

#### STAFF APPROVAL: \$10 Application fee

- \_\_\_\_\_ Maintenance—no change in exterior design or materials, sustain existing form.
- \_\_\_\_\_ Roof—no significant alterations; replacement material must be same as existing.
- \_\_\_\_\_ Landscaping—no significant affect on the historic character of the district
- \_\_\_\_\_ Deck—not visible from street and no alteration of existing building.
- \_\_\_\_\_ Awning—must comply with applicable provisions of city sign ordinance
- \_\_\_\_\_ Secondary Structure—non-historic, backyard only, no greater than 8 x 12
- \_\_\_\_\_ Signage—must comply with applicable provisions of city sign ordinance

#### COMMISSION APPROVAL: \$50 Application fee

Construction of : \_\_\_\_\_ New building \_\_\_\_\_ Addition to building \_\_\_\_\_ Major Rehab/Restoration/Remodel or Minor exterior change

Site Change(s): \_\_\_\_\_ Demolition \_\_\_\_\_ Relocation of building(s) \_\_\_\_\_ Fence/Wall/Landscaping.  
Other \_\_\_\_\_

Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Contractor/Consultant/Architect: \_\_\_\_\_

Estimated Project Cost: \_\_\_\_\_

- \_\_\_\_\_ STAFF APPROVAL
- \_\_\_\_\_ APPROVED
- \_\_\_\_\_ APPROVED WITH CONDITIONS
- \_\_\_\_\_ DENIED

DATE: \_\_\_\_\_

