



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.

STAFF APPROVAL
 APPROVED
 APPROVED WITH
CONDITIONS
 DENIED

DATE: _____

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
- Mural-painted on painted brick surface of contributing or noncontributing structure
- Other - _____

COMMISSION APPROVAL: \$50 Application fee

Construction of : _____ New building _____ Addition to building _____ Major Rehab/Restoration/
Remodel or Minor exterior change _____ Roof (material change)

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

RETROACTIVE APPROVAL: \$150 _____ / \$500 _____ Application fee

(This fee is in addition to Staff or Commission Approval Fee)

Start Date: _____ Anticipated Completion Date: _____

Contractor/Consultant/Architect: _____

Estimated Project Cost: _____

