

2. COA Application Checklist

The Cornelia Historic Preservation Commission has provided this checklist to assist you with the completion of the Certificate of Appropriateness application. The checklist ensures the applicant has included all necessary information regarding the project, contributing toward a quicker approval.

Please be sure to include all of the following information with your COA application:

For new building or an addition to an existing building or addition of a new porch, deck, outbuilding, patio etc.

- Site plan with footprint of building including contour lines, location of all buildings, parking, fences, walls, porches, decks, etc. to be added
- Architectural plans/building design including:
 - Interior floor layout indicating exterior door and window locations
 - Drawings of all building elevations – all sides of the building
 - Location and description including photos of all exterior lights
 - Description of design and materials for all exterior features including roof, doors, siding, windows, trim, porch balusters and handrails, foundation, cornices, handicap ramps, etc.
- Include photos or drawings of each, e.g. doors, windows, trim, cornice, balusters, etc.
- Photos of proposed site and adjoining properties/buildings
- Landscape plan including all hardscapes, walls, and fencing. Landscape plan should also include:
 - List including names and types of all trees and plants over 36" high
 - Planting schedule

- Elevation drawings of all new facades and walls showing trees and plantings when grown to mature height
- List of all existing trees on the property noting any to be removed

Alterations to Building Exterior; e.g. changes in windows or doors; foundation, roof, siding, exterior lighting, porches, awnings or storefront materials.

- Photo of existing building
- Photo of earlier historic appearance
- Sketches or drawings and description of proposed changes
- Description or picture of the type of material proposed for use in the alteration
- Photos or drawing of the building element to be altered, e.g. doors, windows, trim, cornice, balusters

Site changes including parking areas, drives, walks, addition of fences, walls or outbuildings, and major landscape elements, including removal of large trees or shrubs.

- Photo of site
- Site plan or sketch of site indicating location of changes
- Description of materials to be used

HPC meets on the first Thursday of each month, and it is a requirement that the applicant attend. Meetings are held at 4 P.M. If there are any further questions regarding the COA application process, please call 706-778-8585.

3. COA Design Review Process Flowchart

