



PLEASE NOTE:

Application Requirements:

All applications must be complete and include required supporting materials (listed on the reverse side of this application form). Incomplete applications will not be forwarded to the HHPC for review.

Application Deadline:

Application and supporting materials must be submitted to City Hall fifteen (15) days prior to the regular HHPC meeting, (usually the 4th Thursday of each month).

Application Presentation:

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

Building Permit Requirements:

In addition to a COA application, building permits may be acquired from the building department. Building permits will not be issued without a COA.

Deadline for Project Completion:

After application approval the COA is valid for 18 months. The COA becomes null and void if construction does not begin within 6 months.

Office Use Only

Received _____
Complete/Fee _____
HHPC Hearing _____
HHPC Decision _____
Project Completion _____
COA Expiration _____

Application for a Certificate of Appropriateness (COA)

to the Hampton Historic Preservation Commission (HHPC) for a proposed change to a locally designated property

Applicant: * _____

Telephone: Primary: _____ Alternative: _____

Mailing Address: _____

Note: * If applicant is not the owner a letter from the owner authorizing the proposed work must be included. Please include owner's telephone number and mailing address.

Property Address: _____

Zoning: _____ Tax Parcel ID: _____

Brief Description of Project: _____

Type of project" (Check all which apply

<input type="checkbox"/>	New Building	<input type="checkbox"/>	Parking area(s), driveway s) or walkway(s)
<input type="checkbox"/>	Addition to Building	<input type="checkbox"/>	Fence, Wall(s) or landscaping
<input type="checkbox"/>	Major Building Restoration, rehabilitation, or remodeling	<input type="checkbox"/>	Mechanical systems(s) or non-temporary structures(s)
<input type="checkbox"/>	Minor exterior Change	<input type="checkbox"/>	Sign(s)
<input type="checkbox"/>		<input type="checkbox"/>	Demolition or relocation of building

Project State Date: _____

Contractors/Consultants: _____

In consideration for the City of Hampton's review of this application, the applicant agrees to hereby indemnify and hold harmless the City and its agents and employees from and against any and all claims, damages, and/or liability from or related to this application or any issuance of a permit thereunder.

Signature: _____

Date: _____

Application Checklist

A complete application requires supporting materials. Please check the list below regarding materials may be necessary for design review of a particular project.

New Buildings New Additions Minor Exterior Changes

Site Plan

Architectural Elevations

Landscape Plan (Vegetation not required)

Description of Materials

Photographs of proposed site & adjoin properties

Major Restoration, Rehabilitation, or Remodeling

Architectural elevations or sketches

Description of proposed changes

Description of materials

Photographs of existing buildings

Documentation of earlier historic appearance
(restoration only)

Minor Exterior Changes

Description of Proposed Changes

Description of Materials

Photographs of Existing Building

Site Changes-parking areas, drives, walks

Site plan or sketch of site

Description of Materials

Site Changes - Signs

Approved Sign Application

Site plan or sketch of site

Description of materials and illumination

Site Changes - fences, walls, and systems

Site plan or sketch of site

Architectural elevations or sketches

Description of Materials

Photographs of site

Note: Only complete applications will be placed in the agenda for design review.

Describe the proposed project (attach additional sheets if necessary).

The description should include proposed materials. Please divide the description if the proposed scope of work will involve more than one type of project. Example: 1. addition of storage and 2. installation of sign

Please submit applications to:
City of Hampton / HHPC
17 E. Main Street
P.O. Box 400
Hampton, GA 30228