



## 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)

|  |   |  |  |
|--|---|--|--|
|  | New Building  |  | Parking area(s), driveway s or walkway(s)            |
|  | Addition to Building                                      |  | Fence, Wall(s) or landscaping                        |
|  | Major Building Restoration, rehabilitation, or remodeling |  | Mechanical systems(s) or non-temporary structures(s) |
|  | Minor exterior Change                                     |  | Sign(s)  |
|  |   |  | Demolition or relocation of building                 |

Project Start 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
- ✓ Existing parking areas, drives, walkways, and structures

## **Site Changes-parking areas, drives, walks**

**Site plan or sketch of site**

## 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 on 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