



PORTERDALE HISTORIC PRESERVATION COMMISSION

To create consistency and maintain the traditional historic appearance of Porterdale, a property owner is required to submit a **Certificate of Appropriateness (COA)** for any **change**, to the **front exterior** (also known as the façade) of a residence in the historic district. For commercial buildings all street/public building facades are considered in the application. If the application meets the requirements of the Porterdale Residential Design Guidelines, the Code Office and/or City Manager may approve the application without it being presented at a meeting of the Historic Preservation Commission.

To apply for a Certificate of Appropriateness follow these steps:

1. Stop by City Hall or email info@cityofporterdale.com to request a Certificate of Appropriateness Application and a copy of the **Porterdale Design Guidelines (Residential, Rosehill Neighborhood, Historic Commercial or the appropriate section(s))**. Study the Porterdale Mill District Design Standards. *If you would like assistance completing the application please contact Customer Service at City Hall and they will make an appointment for you to meet with city staff to complete the application. Staff are ready to assist in any way that is needed.*
2. If the C.O.A. fulfills the requirements of the Residential Design Guidelines it can be approved the City Manager and the Code Enforcement Housing Official and there is no fee.
3. If the application has to be reviewed by the Historic Preservation Commission, completed application for a COA must be returned to City Hall at least 10 working days in advance of the next regular meeting of the HPC, which is typically the fourth Tuesday of the month at 6: 00 PM, but the date might change depending on holidays etc.
4. The application fee is \$25.00 if the. If a “special meeting” is requested (at some date or time other than the 4th Tuesday of every month), the fee is \$100.00.
5. Provide all documentation that will assist the HPC and the Code Office in deciding if the proposed change(s) are in keeping with the historic district standards and guidelines. The more complete the presentation, the more efficiently the request can be handled. Suggested documentation consists of architectural drawings, sketches, pictures, diagrams, or actual examples. All documentation should be turned in to City Hall at the time of the application. Physical samples, if applicable, should be brought to the meeting.
6. If the application is to be reviewed by the Historic Preservation Commission, applicant(s) must be at the meeting on the scheduled day and time to present the proposal. You will receive notification from City Hall staff member.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
PORTERDALE HISTORIC PRESERVATION COMMISSION

Please read the Porterdale Mill District Design Guidelines In addition, please consult with the Code Enforcement Officer to determine if any other Porterdale ordinances apply.

DATE: _____

ADDRESS OF C.O.A APPLICATION: _____

PLAT NO. _____

PROPERTY OWNER: _____ (Name)

PHONE NO: _____ CELL NO. _____

ADDRESS: (Street No./P.O. Box) _____

(City/Postal Code) _____

PHONE NO: _____ CELL PHONE NO _____

EMAIL: _____

APPLICANT (IF NOT THE PROPERTY OWNER) _____ (Name/Business)

APPLICANT'S ADDRESS:

(Street No/P.O. Box) _____ (City/Postal Code) _____

CELL NO _____ PHONE NO _____

Description of project – Only include information about front façade to the mid-point of side set of windows, roof and chimney as applicable.

To be completed by City of Porterdale

Date of C.O.A. submission _____

Date Applicant contacted for further information _____

Date C.O.A accepted as complete _____

Payment received: Yes No (Check)

Date of the next meeting of the HPC _____

Application received by _____

Make a copy of the application and return to applicant

(Continue on separate sheet, if necessary.)

PROVIDE ALL OTHER INFORMATION NECESSARY FOR THE HPC TO LEGALLY CONSIDER THE APPLICATION.

1. **Must attach photograph(s) or email photographs info@cityofporterdale.com with Subject COA Application including property number and street to document existing condition of property and to show all areas affected e.g. Door, Windows etc.; List**

- a) _____
- b) _____
- c) _____
- d) _____

Attach plans, sketches, drawings, or diagrams of the project and detail the materials that will be used or cite examples from the Design Guidelines e.g. Door A;

List: _____

2. **Applicant is requesting the Certificate of Appropriateness because:**

As an applicant for a C.O.A, this is what you need to know:

- 1) In reviewing applications for COAs, the HPC’s duties include taking into account the historic and architectural significance of structure.
- 2) In its review, the HPC must also take into account the following elements to ensure that the exterior form and appearance of the structure is consistent with the historical and visual character of the District:
 - The height of the building in relation to the average height of the nearest adjacent and opposite buildings;
 - The setback in placement of the building on the lot in relation to the average setback and placement of the nearest adjacent and opposite building;
 - Exterior construction materials, including textures and patterns.;
 - Architectural detailing, such as lintels, cornices, brick bond, and foundation materials;
 - Roof shapes, forms, and materials;
 - Proportions, shapes, and locations, patterns and sizes of any elements of windows or doors.

The **Code Office** will post a public notice on the property to notify all affected property owners that a material change(s) is being requested (not less than seven (7) days prior to the meeting at which the request for a COA is to be considered. The applicant and the affected property owners will be given an opportunity to be heard at the meeting in which the application is presented.

DEFINITIONS:

A “material change in appearance” means a change that will affect either the front exterior architectural or environmental features of a historic property, or any structure, site, or work of art within a historic district, and may include any one or more of the following:

1. A reconstruction or alteration of the size, shape, or façade, including any of the architectural elements or details;
2. Demolition;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right-of-way;
5. The erection, alteration, restoration, or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

Porterdale Code of Ordinances [Sec. 8-4-2(f)]

“Exterior architectural features” means the architectural style, general design, and general arrangement of the exterior of a building or other structure, including but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs, and other appurtenant architectural fixtures, features, details, or elements.

“Exterior environmental features” means all those aspects of the landscape or the development of the site which affect the historical character of the property.

Ordinary maintenance or repair of any exterior architectural feature in or on a historic property that does not involve a material change in design, material, or outer appearance is excluded from review.

Applicant Signature
Print Name

Homeowner Signature if not the applicant
Print Name

Date: _____

Date: _____

REVIEW PROGRESS

1. Property owner submits COA Application form and supporting materials to the Porterdale City Clerk If the Certificate of Appropriateness is not approved by the Code Building Official/City Manager, materials must be submitted at least 10 business days in advance of the regularly scheduled HPC meeting for consideration that month.

2. The HPC shall hold a public hearing at which the COA application is discussed. Notice of the hearing shall be published in the principal newspaper of local circulation and written notice of the hearing shall be posted on the subject property. If the Historic Preservation Commission fails to act within forty-five (45) days of the submission, the COA is automatically approved. An approved COA is valid for a period of eighteen (18) months, provided that construction begins within six (6) months of issuance. The COA may be renewed upon expiration.
3. If the HPC rejects the COA application, it shall state its reasons for doing so, and shall transmit a record of such actions and reasons, in writing, to the applicant. Alternative courses of action may be recommended to the property owner, who may make modifications to the plans and resubmit the COA application at any time. No building permits shall be issued without a COA.
4. Any person adversely affected by any determination made by the HPC relative to the issuance or denial of a COA may appeal such determination to the Porterdale City Council within fifteen (15) days of the decision. Appeals of decisions by the City Council may be taken to the Superior Court of Newton County.

A C.O.A has been issued for _____.

The C.O.A. was issued with following conditions:

Once issued any required building permits, applicant can begin work on project. Please note, all work undertaken on the façade must comply with the C.O.A. Projects can change, please file a further C.O.A to address any changes to the exterior architectural features. Failure to file a further C.O.A. could result in a stop work order being placed on façade maintenance and or restoration

Signed _____	Signed _____
_____ Staff	_____ HPC Chair

Date: _____	Date: _____ (For a Public Hearing)
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The C.O.A was not approved by the Porterdale Historic Preservation Commission for _____.
 Within 15 days of the public hearing applicant may appeal the decision to the Porterdale City Council by contacting the City Clerk.

Signed _____ HPC Chair Date: _____