



Application for a Certificate of Approval (COA)

To be submitted to the Marietta Historic Board of Review for any exterior work in the Downtown Historic District. Please submit all applications to:

City of Marietta
Development Services Department
205 Lawrence St
2nd Floor

770-794-5669

slloyd@mariettaga.gov

Marietta, GA 30061-0609

No application fee

Scammers have targeted recent applicants by emailing phony invoices. Please do not pay any invoice online unless it's been confirmed by Planning & Zoning first (770-794-5440 or 770-794-5669). There is no fee to apply for a CoA.

Submittal Deadlines:

<https://www.mariettaga.gov/238/Historic-Board-of-Review>

Application Requirements:

All applications must be complete and include necessary support materials to effectively explain the proposed work. This may include paint colors, materials, photographs, renderings, site plans, etc.

Application Representation:

The applicant or any other party may appear on his/her own behalf or be represented by an agent or attorney at the public hearing to support the application.

Building Permit Requirements:

In addition to a COA application, building permits must be acquired from the Public Works Department. Building permits will not be issued without proof of an approved COA.

Deadline for Project Completion:

An approved certificate of approval must be implemented by the issuance of a building permit (when required by this Code) and the commencement of substantial and ongoing construction within a period of 12 months from the date of approval and if the issuance of a building permit (when required by this Code) and the substantial and ongoing construction is not so commenced, the certificate shall expire at the end of the 12-month period.

Design Guidelines

This document should be used by property owners, occupants, developers, and architects when considering any construction projects within a historic district. By consulting the guidelines first, designers will ensure compliance with the goals of the Marietta Historic Board of Review. You may obtain a copy of these design guidelines from the Marietta Planning and Zoning Department located in the City Hall Building on the 2nd floor or online at <https://www.mariettaga.gov/256/Design-Guidelines-for-Downtown>

Application Checklist

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

Exterior Changes

- Architectural elevations or sketches
- Description of proposed changes
- Description of materials
- Photographs of existing building

Signs/Awnings

- Sketches of sign with dimensions
- Photograph/sketch of sign location

New Construction and/or Additions:

- Site Plan
- Architectural Elevations
- Description of Materials
- Photographs of proposed site, adjoining properties and structures

Demolition:

- Photographs of structures



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Applicant: _____	Phone Number: _____
E-mail Address: _____	
Subject Property: _____	Parcel ID: _____
Property Owner: _____	Phone Number: _____
E-mail Address: _____	

Type of Project Proposed: _____		
Estimated completion date: _____		
<input type="checkbox"/> Exterior Change	<u>Signs or Awnings:</u> Dimensions of Building Face: _____ Dimensions of Sign/Awning: _____ Distance between base and ground: _____	_____ ft x _____ ft _____ ft x _____ ft _____ ft
Description of Proposed Project (attach additional sheets if necessary): _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		

I hereby affirm that the information supplied on this application is correct and if found to be incorrect that any permit issued pursuant to this application may be void. Applicant is responsible for obtaining permission from property owner for proposed work.

Signature (Property Owner): _____ Date: _____

Signature (Applicant): _____ Date: _____

***Applicant/Owner/or Representative Must Be Present at the Historic Board of Review Meeting**

<i>To be completed by STAFF ONLY</i>	
HBR Date: _____	City Council Date: _____
APPROVAL	DENIAL
Conditions: _____	
Chairman's Signature	Date