



Application for a Certificate of Appropriateness (COA)

To be submitted to the Marietta Historic Preservation Commission for a proposed material change to any property in a local historic district. Please submit all applications to:

Development Services Department 2nd Floor
205 Lawrence St
Marietta, GA 30061-0609

770-794-5669

There is no fee to apply for a CoA. 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).

Application Requirements:

All applications must be complete and include required support materials, including, but not limited to, **all elevations that will be visible from a public street**. Incomplete applications will not be forwarded for the Marietta Historic Preservation Commission for review.

Public Hearings:

A Certificates of Appropriateness (COA) will be considered at a public hearing. Written notice of the hearing will be mailed to owners and occupants of the property in question as well as adjacent properties. The Commission will approve or reject an application for a COA within 45 days after the application is filed.

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 a COA.

Deadline for Project Completion:

Except as noted under Article 7-8-9-050 (B)(1), the action permitted under the approved certificate shall be commenced within three years.

Design Guidelines

These documents identify the character of the neighborhood and encourages rehabilitation, additions and new construction that are compatible with existing historic structures. 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 Preservation Commission. You may obtain a copy of these design guidelines from the Marietta Planning and Zoning Division located in the City Hall Building on the 2nd floor or online at <http://www.mariettaga.gov/422/Historic-Districts>.

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.

Rehabilitation:

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

Change to driveways, walkways:

- Site plan or sketch of site
- Description of materials
- Photographs of site

New Construction and/or Additions:

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

Demolition**:

- Photographs of structure

***Demolition must also be approved by City Council*



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Applicant: _____ Phone Number: _____
Email Address: _____
Subject Property: _____ Parcel ID: _____
Property Owner: _____ Phone Number: _____

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.

Signature: _____ **Date:** _____

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