

Historic Preservation Ordinance – This ordinance applies within the City limits to the Lexington Historic District. It provides a municipal policy for the protection of historic properties in order to preserve and enhance the overall historic character of the district. The Historic Preservation Commission’s Design Review process provides the means for such protection with the issuance of **Certificates of Appropriateness** for any new building construction or relocation, any additions, alterations or demolition of or to existing buildings or structures, and projects involving significant historic landscape features (such as street trees, major landscape changes, fences and retaining walls).

The Lexington Preservation Handbook – Before planning any project, we encourage all property owners to consult the **Lexington Preservation Handbook**, which has extensive information on best practices to preserve historic buildings and landscapes. In addition to a wealth of technical information, the book includes specific **Design Guidelines** that are used by the Lexington Historic Preservation Commission (LHPC) to review projects within the Lexington Historic District. Understanding the guidelines and how they apply to the unique characteristics of your property are key to successful preservation of all properties and the district as a whole. Copies of the Lexington Historic Preservation Handbook are available for review or purchase at City Hall, Oglethorpe County Library, or Athens Regional Library, or [click here](#) to view the Lexington Preservation Handbook.

Certificate of Appropriateness Application – Before making any exterior modification to or on your property, you must submit a **Certificate of Appropriateness (COA) Application** to the Lexington Historic Preservation Commission. In order to facilitate the process in a timely manner, all applications must be submitted with complete information that fully describes the proposed work. The materials that comprise a complete application are listed in the submittal criteria checklist provided with the application.

Complete applications must be submitted at least ten days in advance of the meeting date to allow time to prepare public notice that is required by state and local laws. Any inquiries should be made to the Lexington City Clerk, who can answer questions or direct you to a member of the Preservation Commission, who are ready to help. Incomplete applications will be returned for further information before the review process begins. Please download the COA Application from the “City Forms and Applications” table above.

Historic Preservation Commission Meetings – The Historic Preservation Commission typically meets the first Monday of each month. [For a schedule of annual meetings, CLICK HERE.](#) At meetings, the Commission reviews COA applications, taking into consideration: heights, setback and placement on the lot, all exterior materials, architectural detailing, roof shapes, forms, proportions, shapes, positions, as well as the location and form of doors and windows, structural conditions, appurtenant fixtures and other environmental features such as outbuildings, fences, walkways, lighting, and significant landscape designs and plantings. Once the application is approved at the public meeting, the Preservation Commission issues the actual **Certificate of Appropriateness**, at which time the work can commence.

Generally, a Certificate of Appropriateness **is not required** if you are only doing interior work to a building, or you are doing only repair or maintenance work and you are not changing the design or materials of the building. For example: painting (including color), re-glazing windows, minor landscaping, or replacing materials with the same materials do not require a COA. In some instances, building permits may be required for both interior and exterior work. If you have questions as to whether a Certificate of Appropriateness or Building Permit is needed for a project, please contact City Hall.