

CITY OF LEXINGTON
HISTORIC PRESERVATION COMMISSION
Certificate of Appropriateness Application
Exterior Changes

Please print or type. Only **COMPLETED** applications will be placed on meeting agendas.

1. Address and Legal Description of Property:

Street Address: _____

Tax Map and Parcel Number: _____ Building Age: _____

2. Name of Applicant: _____ Phone No.: _____

Email Address: _____

Mailing Address: _____

Property Owner: _____

Relationship of Applicant to Property: Owner Architect Contractor Other _____

You and/or your property representative are encouraged to be present at the Historic Preservation Commission Meeting where your project will be reviewed. You will be notified of the meeting time, date, and location.

3. Nature of Proposed Exterior Work

IMPORTANT: In addition to checking one or more of the items below, please review the checklist on page 2, which lists the items that need to be included in your application (for example: plans, photos, product literature, etc.). If complete information is not provided, applications are considered incomplete and cannot be reviewed.

- New Construction or Relocation (Infill)
- Additions
- Door, Window, Entrance alteration or replacement
- Siding alteration or replacement: clapboard, shingle, masonry
- Roof alteration or replacement: alteration of shape, height, or pitch, change in roofing material, finials, fascia, soffits, or gutters.
- Porch alteration or removal including enclosure, columns, railings, scrollwork, floor/ceiling, steps
- Demolition: Entire Structure / Partial Demolition
- Other: sidewalks, curbs, chimneys, lighting, fences, stairs, walls, landscaping, handicap ramps, etc.
- Landscape/Streetscape Features: fences/walls, driveways/walks, lighting, street trees

Please describe your proposed work as simply and accurately as possible. Refer to the attached submittal criteria checklist regarding additional information that is needed to create a complete application. Be sure to indicate materials and dimensions, where appropriate, as well as photographs and accurate drawings. Use extra sheets if necessary.

_____/_____/_____

Applicant's Signature

Owner's Signature

Date

APPLICATION CRITERIA CHECKLIST OF INFORMATION TO BE SUBMITTED TO CREATE A COMPLETE COA APPLICATION

IMPORTANT NOTICE: *Only complete applications will be placed on meeting agendas. Please review the following information carefully and submit all necessary attachments, drawings, photographs, product literature, etc., as it applies to your specific project. If you have any questions regarding the appropriate information needed to create a complete application, please contact the Historic Preservation Commission.*

1. Exterior Alteration or Major Repair

Describe clearly the details of all proposed work. Include the following items, as they apply to your project:

- For siding or roofing: include brief description of existing material type, overlap and width; describe proposed material including type, overlap and width. Manufacturer's illustration of materials or samples may be submitted. For proposed changes in roof height, shape, pitch, or soffit, fascia, finials provide a sketch of the proposed work including dimensions.
- For masonry (walls, foundations, chimneys), provide brief description of existing material type and dimensions, bond pattern, mortar profile width, and condition and proposed changes.
- For window, door, porch or railing replacement or porch enclosure, provide a sketch of the proposed work including dimensions. If using stock materials, manufacturer's illustration of materials may be submitted. Include description and photograph of damaged material to be replaced.
- For other categories, provide description of material, dimensions and condition of existing elements and proposed changes.

2. New Construction, Additions, or Relocation of Existing Building (Infill)

Describe the nature of the proposed project. Include the following items, as they apply to your project:

- Site Plan with measured distances, noting the location of significant features (existing or proposed) such as buildings, driveways, parking areas, walkways, fences/walls, landscape features, street trees, etc.
- Include a brief description of proposed site improvements (paving materials, type and height of fencing/walls, gates, etc.).
- For Additions, provide elevation drawings to scale of each affected façade and specifications, which clearly show the exterior appearance of the project.
- Photographs of the proposed work areas.
- Samples or other description of materials to be used on exterior.

3. Demolition or Partial Demolition of Structures, Relocation of Existing Building (Removal)

- Describe any unique materials or craftsmanship found in the property; condition of the structure; reason for demolition; details of proposed post-demolition plans for the site; impact of demolition and proposed post-demolition plans on the Historic District.
- Include photographs of all faces of the building.
- Contact the Commission Chairman for information regarding procedure for a demolition/relocation hearing, as additional notification requirements are required.

In order for applications to be reviewed at the Historic Preservation Commission's Regular Monthly Meeting, complete applications must be submitted to either address, below. Please call or email the Preservation Commission Chair at 706-340-1049 or lindaparish1012@gmail.com to alert them of your application submittal.

Lexington City Hall (Mon.-Thurs., 9 am – 2 pm)
223 W Main Street; Lexington, GA 30648
Phone: (706) 743-3322 / Fax: (706) 743-3097

Lexington Historic Preservation Commission
P.O. Box 174; Lexington, GA, 30648
706-338-7942

