

GUIDELINES FOR PROCESSING AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Please return application and supporting documents or samples to Lexington City Hall. You may mail to: City of Lexington, P.O. Box 174, Lexington, GA 30648 **or** email: lindaparish1012@gmail.com

Regular meetings of the Lexington Historic Preservation Commission are scheduled for the first Monday of each month at Lexington City Hall at 7:30 P.M. If there are no applications ready for review or other business to conduct, no meeting is called.

Two to three weeks lead time is required for processing an application. All adjacent property owners must be identified and notified by mail ten days prior to the meeting at which the application will be discussed. In certain circumstances a special meeting can be called if there is an emergency and you have missed a regularly scheduled meeting. This requires time to contact all the commission members and work out a mutually agreeable meeting time in order to have a quorum. Adjacent property owners must still be notified, therefore, at least 12 days is required to call a special meeting.

Property owners and occupants will be notified by mail when the meeting is scheduled. It is in your best interest to attend the meeting in case of questions. Unanswered questions and incomplete applications will require another called meeting and another lapse in time, possibly a month or more.

In the event that you have questions while completing the COA form, please contact one of the commission members:

Linda Parish, Vice Chair: (706) 340-1049

Evelyn Reece: 706-296-5181

City Hall: 706-743-3322