

## **Guidelines for Processing an Application for a Certificate of Appropriateness**

Please return application and supporting documentation or samples to Winterville City Hall. You may deliver in person at 125 North Church Street, Winterville or by mail to P.O. Box 306 Winterville, GA 30683. Upon submission, please email [WintervilleHPC@gmail.com](mailto:WintervilleHPC@gmail.com) to confirm receipt.

Completed Certificate of Appropriateness applications will be reviewed by the Historic Preservation Commission within 45 days of their submission.

Regular meetings of the Winterville Historic Preservation Commission are scheduled for the third Tuesday of each month at the Winterville Community Center at 6:00 P.M.. Meetings are open to the public. If there are no applications ready for review or other business to conduct, no meeting will be called.

Property owners and occupants will be notified by mail when the meeting is scheduled. It is in the best interest of the applicant to attend the meeting to answer inquiries.

In the event that you have questions while completing the COA application, please contact the Winterville Historic Preservation Commission at [WintervilleHPC@gmail.com](mailto:WintervilleHPC@gmail.com).

**City of Winterville**  
**Historic Preservation Commission**  
**Certificate of Appropriateness Application**  
**Exterior Changes**

*Please Print or Type.*

**1. Address and Legal Description of the Property:**

Street Address: \_\_\_\_\_

Tax Map and Parcel Number: \_\_\_\_\_ Building Age: \_\_\_\_\_

**2. Name of Applicant:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

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.*

*\*\*\*Exterior changes does not include paint color alterations\*\*\**

- 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 as necessary.*

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Applicant Signature

Owner 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 an application, please contact the Historic Preservation Commission at [WintervilleHPC@gmail.com](mailto:WintervilleHPC@gmail.com)**

## **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. Manufacturer's illustration of materials or samples may be submitted. For proposed changes in roof height, shape, pitch, soffit, fascia, or 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, 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 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 Buildings (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 proposed work areas.
- Samples or other descriptions of materials to be used on the exterior.

## **3. Demolition or Partial Demolition of Structures or Relocation of Existing Buildings (Removal)**

- Describe any unique materials or craftsmanship found on 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 façades of the building.
- Contact the Historic Preservation Commission Chairperson for information regarding procedure for a demolition/relocation hearing, as additional notification requirements are required.

*In order for applications to be reviewed at the Winterville Historic Preservation Commission's regular monthly meeting, complete applications must be submitted to either option below. Please email the Winterville Historic Preservation Commission Chair at [WintervilleHPC@gmail.com](mailto:WintervilleHPC@gmail.com) to alert them of your application submittal.*

**In person submittal:**  
**Winterville City Hall**  
**Monday - Friday 9:00 a.m.- 5:00 p.m.**  
**(CLOSED FOR LUNCH 12 - 1 p.m.)**  
**125 N Church St. Winterville, GA 30683**  
**Phone: 706-742-8600**

**Mail submittal:**  
**City of Winterville**  
**Attn: Winterville Historic Preservation**  
**Commission**  
**P.O. Box 306 Winterville, GA 30683**