



City of Dalton, Georgia
Application for Certificate of Appropriateness

NOTE: APPLICATIONS MUST BE FILED BY THE CLOSE OF BUSINESS TEN DAYS PRIOR TO THE DATE OF A REGULARLY SCHEDULED MEETING.

Applications filed by this deadline will be entered on the agenda for the regular meeting of the Historic Preservation Commission held on the second Thursday of each month. Applications received less than ten days prior to the regularly scheduled meeting will not be considered until the following month. **Mail completed application with supporting documentation to City of Dalton, Administration Department, PO Box 1205, Dalton, GA 30722 or return to City Hall, 300 West Waugh Street, Dalton, GA 30720.**

Applicants must be present at the reading of the application in order for the application to be considered. You will be sent a Certificate of Appropriateness or notified in writing of the decision of the Commission.

Incomplete applications will not be accepted. In order for the application to be considered complete, it must include the following:

- Plans and drawings to scale, photographs, and other documentation deemed necessary
- A completed application form (attached)
- Applications for demolition or relocation must include plans for future use of the site.

Before submitting an application, please consult the Dalton Historic District Design Guidelines to ensure that your project is in compliance with the historic district regulations. Historic Preservation Commission members are not bound by decisions rendered in the past.

Building permits will not be issued until the application is approved.

If you have any questions, please call 706-278-9500.



Application for Certificate of Appropriateness

Pre-Application
 Preliminary site visit request
 Application

Date Received _____
Hearing scheduled _____

DESIGNATED PROPERTY:

Location of Property (include street address if available): _____

Tax Map Identification: _____

Name of Applicant: _____

Doing Business as (if applicable): _____

Address of Applicant: _____

Phone: _____ Work _____ Home _____

Relationship of Applicant to Property (Lessee, owner): _____

Architect: _____

Address: _____ Phone: _____

Contractor: _____

Address: _____ Phone: _____

Type of Building

Proposed Work

<input type="checkbox"/> Single Family	<input type="checkbox"/> Addition to existing structure	<input type="checkbox"/> Alteration to existing structure
<input type="checkbox"/> Commercial	<input type="checkbox"/> Repair	<input type="checkbox"/> New Construction
<input type="checkbox"/> Two Family	<input type="checkbox"/> Fence/Wall	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Garage	<input type="checkbox"/> Parking	<input type="checkbox"/> Sign/Advertising
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Demolish/Move	<input type="checkbox"/> Other
<input type="checkbox"/> Office Building		

Is there an application relevant to this property and the subject modifications or improvements pending or contemplated before the Board of Zoning Appeals, City Planning Commission or City Council? If so, please specify: _____

Page two

Who will represent applicant before the Historic Preservation Commission:

Name: _____

Title or relationship to applicant: _____

Address: _____ Phone: _____

General description of each modification or improvement:

Why is work planned? _____

What materials will be used? _____

How will the work be performed and what methods of application will be used? _____

Will the existing appearance be the same or different? _____ Explain: _____

When is the work to begin? _____

What is the anticipated completion date? _____

Signature or owner (where applicable): _____

Name: _____

Print or type

Signature of applicant or agent: _____

Name: _____

Print or type

Mail completed application with supporting documentation to:
City of Dalton, Administration Dept. PO Box 1205, Dalton, GA 30722

TO BE COMPLETED BY CITY STAFF:

Received by _____ Docket No. _____

Date _____ Tax Map Identification _____

Qualifies for Administrative Review: Yes No