

Board of Historic and Architectural Review

Application for Certificate of Appropriateness

The Board of Historic and Architectural Review (BHAR) meets on the second Monday of every month at 3:30 PM in the CCG Council Chambers (311 Citizens Way Columbus, GA 31906)

A representative must be in attendance to present the request and answer questions from board members

Any Certificate of Appropriateness (COA) will expire six months from it's approval date if a building permit has not been obtained or work has not begun.

Section I: Applicant Information			
Address of Property to be Reviewed:		Year Built (if known):	
Historic District (if known):			
Email:		Phone:	
Property Owner's Name:			
Property Owner's Address (if different from above):			
City:		State:	Zip:
Name of Applicant (if different from above):			
Applicant Address:			
City:		State:	Zip:
Section II: Description of Proposed Alterations			
Circle One:			
Demolish Structure	Build new structure/addition	Modify existing structure	Other
Description:			

BHAR Application Information

Application Fee Schedule and Instructions

All fees are payable via check, card, money order or cash. All checks/money orders must be payable to "Columbus Consolidated Government"

Board Review: **\$50** | Completed applications must be received 14 or more calendar days prior to board meetings for consideration

Staff Review: **\$20** | See design guidelines pg. 2-3 for information regarding what work is eligible for staff review

Demolition Requests: **\$100** | All demolition requests must include a letter from the Historic Columbus Foundation (706-322-0756)

**Any above fee shall not be refundable after the application has been submitted. No application will be processed until all items on the form have been completed to the satisfaction of the Columbus Consolidated Government Planning Department*

Required Submission Materials: (Incomplete applications will NOT be accepted). All required information must be included with this completed application. Please contact Rex "Trey" Wilkinson at wilkinson.rex@columbusga.org or 706-225-3928 if you would like to submit any information electronically or have questions about the application process

The Planning Department reserves the right to request additional information beyond what is listed below.

- **ALL APPLICATIONS: Please include a photograph of the front of the home/business**
- **Alterations with no structural changes:**
 - Photographs of existing conditions
 - Manufacturer's spec. sheets for replacement materials/products
- **Alterations with structural changes:**
 - Photographs of existing conditions
 - Manufacturer's spec. sheets for any replacement materials/products
 - Elevations (with all new materials noted)
- **Any work that will modify the footprint of an existing structure:**
 - All information required for "Alterations with structural changes"
 - Site plan detailing proposed work
- **Specific requirements for window and door work:**
 - Photographs of each window and door proposed for replacement keyed to a rough floor plan
 - Elevations (only if windows are changing location)
 - Information detailing the infeasibility of repairing the existing windows and doors including various methods considered
 - Information on the proposed replacement window product (Manufacturers Spec. Sheet)
- **Specific requirements for fences and site work:**
 - To-scale site plans which show all 4 corners of the subject property and the structure
 - For fences and walls:
 - The location, height, and materials of the fence/wall clearly noted on the site plan
 - For paving:
 - The location and materials of the paving clearly noted on the site plan
 - For decks
 - The location of the deck clearly noted on the site plan

I certify that, to the best of my knowledge and belief, all information and materials supplied with this application is correct. No other work beyond what is described above is proposed to be undertaken at the described address and no work other than what is approved by the Board of Historic and Architectural Review (BHAR) and listed in the Certificate of Appropriateness shall be undertaken without further consultation with the BHAR Secretary.

Applicant Signature

BHAR Secretary Signature

Date

Date