



# APPLICATION

**[BHAR]**

CITY OF COLUMBUS, GEORGIA  
DEPARTMENT OF PLANNING  
420 10TH STREET  
COLUMBUS, GEORGIA 31901

Last Updated: July 2023

# APPLICATION INSTRUCTIONS

---

The following procedures should be followed whenever a property owner proposes exterior work to a property located in one of Columbus's local historic districts. Application forms, maps and other information is available at <https://www.columbusga.gov/planning> or from the Board of Historic and Architectural Review (BHAR) secretary located within the Columbus Consolidated Government Planning Department.

- 1) **CONFIRM** that the property is located within one of the local historic districts or is a landmark property and that the proposed work will require review.
- 2) **CONSULT** with a Planner before filing an Application, this will help ensure that an Application is as complete as possible. It is recommended that applicants make an appointment by calling 706-225-4421 at least two (2) weeks prior to deadline an Application.
- 3) **COMPLETE** and file your Application. A detailed meeting deadline scheduled can be found online. Applications must be prepared by property owners or their legally authorized representatives; however, the property owner must always sign the Application. If the applicant is not the property owner, as listed on the Property Deed, then a letter from the property owner authorizing the proposed work must be included with the Application. Incomplete or illegible applications will be returned to the applicant within seven (7) days of receipt by the Planner. Applications that do not include the required supporting documentation will be returned to the applicant as incomplete. Applications **MUST** be submitted in-person and all fees paid in full.
- 4) **COME TO THE MEETING:** The Board of Historic and Architectural Review (BHAR) meetings are held on 2nd Monday of each month at 3:30 pm in the Citizens Service Center (unless otherwise on our website). The Applicant is required to attend this meeting.
- 5) **CERTIFICATE OF APPROPRIATENESS:** If a COA Application is approved, a Certificate of Appropriateness (COA) is issued to the property owner in the form of a letter. Applications who receive BHAR approval must follow approved plans exactly. Failure to follow approved plans may delay or prevent the issuance of other permits.

**APPLICATIONS MUST BE SIGNED BY THE APPLICANT AND PROPERTY OWNER TO BE CONSIDERED COMPLETE. ALL FEES MUST BE PAID IN FULL. APPLICATIONS NOT SIGNED BY THE PROPERTY OWNER WILL NOT BE ACCEPTED.**

COA's are only valid for the work that is specifically approved by the BHAR. A COA will become void if construction does not begin after six (6) months. Any changes to a project, including alterations or unanticipated circumstances during construction must be brought back to the CCG Planner for further review prior to commencing or continuing any work. It is the applicant's sole responsibility to obtain all necessary building permits or variances for any project before beginning work.

# BHAR APPLICATION

## // HISTORIC DISTRICTS

Please select one:	<input type="checkbox"/> Waverly Terrace
<input type="checkbox"/> Liberty Heritage	<input type="checkbox"/> Wereacoba / St. Elmo
<input type="checkbox"/> Peacock Woods / Diamond Circle	<input type="checkbox"/> Wild Wood Circle
<input type="checkbox"/> Dinglewood	<input type="checkbox"/> Wynns Hill / Overlook
<input type="checkbox"/> Original Historic District	<input type="checkbox"/> Wynnton Village
<input type="checkbox"/> High Uptown	<input type="checkbox"/> Landmark Property

## // OWNER INFORMATION

Application Date: (staff) \_\_\_\_\_

Case Number: (staff) \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## // PROPERTY INFORMATION

Project Name: \_\_\_\_\_

Present Zoning: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Year Built: \_\_\_\_\_

Street Facades: \_\_\_\_\_



# BHAR APPLICATION

---

**// APPLICANT INFORMATION** (If different than Property Owner)

---

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Business Number: \_\_\_\_\_

---

I have read this application, understand its intention, and freely consent to its filing. I have the power to authorize and hereby grant permission the Columbus Consolidated Government officials and other authorized government officials on official business to enter the property as necessary to process this application. Furthermore, in the event a representing agent is necessary, I give said person the authority to act on my behalf to complete this application process.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Signature of the Owner

\_\_\_\_\_

Print Name

---

STATE OF GEORGIA:

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in my county and state aforesaid, by the aforementioned principal.

SEAL

\_\_\_\_\_

Notary Public (Print Name)

My Commission Expires on: \_\_\_\_\_

# APPLICATION INSTRUCTIONS

---

## // SUBMITTAL CHECKLIST

---

Staff encourages conferring about your project to help work through any design challenges as well as ensure adequate information is submitted and review is not unnecessarily delayed. Incomplete applications will not be accepted. The following is not meant to substitute conferring with staff.

### 1. SIGNS:

- Elevation depiction of sign identifying dimensions, overall height and clearance, materials, and lettering style
- Description of lighting, with images where appropriate
- Depiction of location on site plan and on paper copies of photographs
- Description of how sign is to be attached to building, where applicable.

### 2. REMODELING, ADDITIONS, AND ACCESSORY BUILDINGS:

- Elevations depicting proposed changes on each affected side. Minimum scale  $\frac{1}{4}'' = 1'$  or other standard scale with clear legibility.
- Site plan indicating dimensions of the lot, existing and proposed buildings location and dimensions. Minimum scale  $1'' = 40'$  or other standard scale with clear legibility.
- Details on design and materials of doors, windows, etc. Manufacturer's data sheets may be used.
- Paper copies of photographs of each affected side and of any historic photographs referenced when requesting to return a property to a previous appearance.

### 3. MATERIAL CHANGES:

- Written description of the area involved.
- Paper copies of photographs of the affected area and surrounding structures, when applicable.
- Manufacturer's data sheets when novel, new, or non-historic materials are proposed.
- When any change in design is involved, including dimensions, follow the above remodeling requirements.
- Site plan indicating the location of the area(s) of work associated with the project.

# APPLICATION INSTRUCTIONS

---

## 4. SITE FEATURES:

### A. PARKING AREAS/ PAVING:

- Site plan indicating the layout, dimensions, and number of spaces, the location of screening, and distances from all property lines.
- Indication of screening type including design and material for walls or fences and type of vegetation for plantings.
- Indication of surface material(s).

### B. FENCES AND WALLS

- Site plan indicating the location of fence or wall and relationship to buildings, including setbacks off right-of-way lines.
- Sketch or paper copies of photographs showing design, material, and height.
- Paper copies of photographs of area to be enclosed and adjacent structure(s).

## 5. DEMOLITION / RELOCATION:

- Paper copies of photographs of structure to be removed.
- Indication of plans for the site after removal, including addressing requirements for new construction, site features, etc. where applicable. Separate application for placement of structure if new site is within a historic district or is a landmark property.

## 6. NEW CONSTRUCTION

- Elevation drawings of all sides of proposed structure indicating height of structures immediately adjacent. Minimum scale of 1/4"= 1' or other standard scale with clear legibility.
- Paper copies of photographs of the proposed site and adjacent properties.
- Site plan indicating building footprint and location of parking, steps, walkways, patios, trees to be removed, etc. Site plan must also indicate the setbacks and footprints of structures immediately adjacent and address any planned grading changes. Minimum scale of 1"= 40' or other standard scale with clear legibility.
- Material list for all parts of building exterior, site features, etc. Manufacturer's data sheets may be used where applicable.
- A streetscape showing the proposed structure in context with the existing adjacent structures is highly recommended.