



# Community Development Department

110 Academy Street, Canton, Georgia 30114  
770-704-1500

## CERTIFICATE OF APPROPRIATENESS APPLICATION

Project # \_\_\_\_\_ (staff only)

- Application Requirements:** All applications must be complete and include required support materials (listed on the reverse side of this application form). Incomplete applications will not be forwarded to the Canton Historic Preservation (HPC) for review. The applicant must submit the application and all supporting materials as the appropriate building permit option using the online permitting and licensing portal found here: <https://canton.onlama.com/>. For signs, submit the application and all supporting materials as a sign permit using the online permitting and licensing portal found here: <https://canton.onlama.com/>.
- Application Deadline:** Applications and support materials must be submitted fifteen (15) business days prior to the regular HPC meeting. Applications must be submitted to the Community Development Department.
- Application Representation:** The applicant or authorized representative of the applicant must attend the HPC meeting to support the application.
- Building Permit Requirements:** In addition to a COA application, building permits may be required from the Building Department. Building permits will not be issued without proof of a COA.
- Deadline for Project Completion:** After application approval, the COA is valid for 18 months and null and void if construction does not begin within 6 months.
- Local Resources:** [The Canton Historic District Design Guidelines](#) document provides a boundary map of the Canton Historic District, a design review process flowchart and a list of projects that require review and approval (administrative review by Community Development Department staff or review by the Canton HPC). The Guidelines are available at City Hall and on the City of Canton website.

A CERTIFICATE OF APPROPRIATENESS IS REQUIRED FOR ANY MATERIAL CHANGE IN APPEARANCE OF PROPERTY (BUILDINGS, STRUCTURES, SITES, OBJECTS, EXTERIOR ENVIRONMENTAL FEATURES) IN A LOCALLY DESIGNATED HISTORIC DISTRICT, AS AUTHORIZED BY THE CITY OF CANTON HISTORIC PRESERVATION ORDINANCE, WITH THE EXCEPTION THAT ANY PROPERTY USED AS A SINGLE-FAMILY DWELLING IS EXEMPT FROM THIS REQUIREMENT.

### Contact Information:

Applicant Name\*: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

\*NOTE: If applicant is not the owner, a letter from the owner authorizing the proposed work must be included. Please include owner's telephone number and mailing address.

### Property Information:

Address: \_\_\_\_\_  
Land Lot(s): \_\_\_\_\_  
District/Section: \_\_\_\_\_ Map #: \_\_\_\_\_ Parcel #: \_\_\_\_\_  
Zoning: \_\_\_\_\_ Present Use: \_\_\_\_\_

### Scope of Work: (Check all that apply)

STAFF REVIEW:		HPC REVIEW:	
<input type="checkbox"/> Removal of non-historic detached structure	<input type="checkbox"/> Installation of screen or storm doors	<input type="checkbox"/> Addition	<input type="checkbox"/> Signs
<input type="checkbox"/> Maintenance of / change in paint color	<input type="checkbox"/> Installation of screen or storm windows	<input type="checkbox"/> Alteration	<input type="checkbox"/> Site Features
		<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition
		<input type="checkbox"/> Restoration	<input type="checkbox"/> Relocation
OTHER:			
<input type="checkbox"/> Amendment to previous COA, Project #:		<input type="checkbox"/> Other (Description):	





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**CERTIFICATE OF APPROPRIATENESS APPLICATION  
IMPORTANT DATES**

<b>SUBMITTAL DEADLINE</b>	<b>MEETING DATE</b>
DECEMBER 11, 2023	JANUARY 9, 2024*
JANUARY 15, 2024	FEBRUARY 5, 2024
FEBRUARY 12, 2024	MARCH 4, 2024
MARCH 11, 2024	APRIL 1, 2024
APRIL 15, 2024	MAY 6, 2024
MAY 13, 2024	JUNE 3, 2024
JUNE 10, 2024	JULY 1, 2024
JULY 15, 2024	AUGUST 5, 2024
AUGUST 13, 2024*	SEPTEMBER 10, 2024*
SEPTEMBER 16, 2024	OCTOBER 7, 2024
OCTOBER 15, 2024	NOVEMBER 12, 2024**
NOVEMBER 11, 2024	DECEMBER 2, 2024
DECEMBER 16, 2024	JANUARY 6, 2025

\*DATE CHANGED DUE TO CITY HALL BEING CLOSED FOR HOLIDAY

\*\*DATE CHANGED DUE TO ELECTIONS HELD AT CITY HALL