

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

CERTIFICATE OF APPROPRIATENE	SS
APPLICATION	

Project #	(staff only)
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- 1. **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/.
- 2. **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.
- 3. **Application Representation:** The applicant or authorized representative of the applicant must attend the HPC meeting to support the application.
- 4. **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.
- 5. **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.
- 6. **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.

	Telephone:		
Mailing Address:			
	not the owner, a letter from the		oposed work must be included.
Land Lot(s):		[on #.	Dargal #
Zoning:	Map #: Parcel #: Present Use:		
Scope of Work: (Che			
STAFF REVIEW:		HPC REVIEW:	
Removal of non-historic detached structure storm doors	☐ Installation of screen or	☐ Addition	☐ Signs
	☐ Alteration	☐ Site Features	
☐ Maintenance of / ☐ Installation of screen or storm windows	☐ New Construction	☐ Demolition	
	☐ Restoration	☐ Relocation	
OTHER:			
Amendment to previous COA, Project #:		☐ Other (Description):	



Community Development Department 110 Academy Street, Canton, Georgia 30114

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Describe the proposed project (attach additional sheets

Application Checklist

Community Development Department, 110 Academy Street, Canton, Georgia 30114. Please contact 770-704-

1500 for more information.

A complete application requires support materials. Please check the list below for which materials may be necessary for design review of a particular project.	if necessary). The description should include proposed materials. Please divide the description if the proposed scope of
New Buildings and New Additions ☐ Letter of Intent ☐ Site plan ☐ Architectural elevations ☐ Landscape plan (vegetation not required) ☐ Description of materials ☐ Photographs of proposed site and adjoining properties	work will involve more than one type of project. Example: 1) Addition of storage and 2) installation of sign.
Major Restoration, Rehabilitation or Remodeling ☐ Letter of Intent ☐ Architectural elevations or sketches ☐ Description of proposed changes ☐ Description of materials ☐ Photographs of existing building ☐ Documentation of earlier historic appearance (Restoration only)	
Minor Exterior Changes ☐ Letter of Intent ☐ Description of proposed changes ☐ Description of materials ☐ Photographs of existing building	
Site Changes – Parking Areas, Drives and Walks ☐ Letter of Intent ☐ Site plan or sketch of site ☐ Description of materials ☐ Photographs of site	
Site Changes – Fences, Walls, and Systems ☐ Letter of Intent ☐ Site plan or sketch of site ☐ Architectural elevations or sketches ☐ Description of materials ☐ Photographs of site	
Site Changes – Signs ☐ Letter of Intent ☐ Approved sign application ☐ Site plan or sketch of site ☐ Description of materials or illumination	
NOTE: Only complete applications will be placed on the agenda for design review. All plans must be "to scale". Reduced site plans, surveys, architectural drawingsetc. will not be accepted.	
Applications should be submitted to the City of Canton	

CERTIFICATE OF APPROPRIATENESS APPLICATION IMPORTANT DATES

SUBMITTAL DEADLINE	MEETING DATE	
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	
Dесемвеr 16, 2024	January 6, 2025	

^{*}DATE CHANGED DUE TO CITY HALL BEING CLOSED FOR HOLIDAY

^{**}DATE CHANGED DUE TO ELECTIONS HELD AT CITY HALL