



APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS

This application must be filed with the Pelham Code Enforcement Officer at least 15 days prior to the Pelham Historic Preservation Commission meeting. The commission meeting is held at 9:00 AM, the second Tuesday of each month, in the Council Chambers in City Hall. You or your representative must be present to answer questions that may arise. You will be notified if the time, date, or location of the meeting changes for any reason. No proposed work may be started until the Historic Preservation Commission approves the changes affecting the appearance of any building, or property within the Historic District. Additional supporting documents may be requested to complete application. For additional information contact the Pelham Code Enforcement Dept. at 229-294-7900

Name of Applicant: _____ Date: _____

Applicant Mailing Address: _____

Daytime Telephone: _____

Relationship of applicant to property:

Owner Architect Contractor Other (Specify) _____

Address of property: _____

Proposed Work:

- New Construction Demolition Driveway or walkway
- Parking Lot Relocation Outbuilding
- Excavation Lighting fixtures Fence
- Permanent sign
- Changes to the topography of a property
- Reconstruction or alteration of the size, shape or façade of an existing structure.
- The application of paint, varnish, stain, siding, or other coating to an existing structure visually different from the type presently in use. **Color changes need not be approved.**

Please describe your proposed work as simply and accurately as possible. Be sure to indicate materials to be used. **Accurate drawings and photographs are required.**

Do you request to participate in a pre-application conference? Yes () No ()

Have you enclosed at least five copies of all supporting documents? Yes () No ()

Have you included an exterior elevation drawing drawn to a specified scale? Yes () No ()

Have you included photographs of the affected existing buildings or structures visible from the street?
Photographs shall be submitted in printed copy and in digital form. Yes () No ()

Have you included a plot plan or site plan drawn to a specified scale? Yes () No ()

Have you included the \$10.00 application fee? Yes () No ()

Did you remember to sign your application? Yes () No ()

SIGNATURE OF APPLICANT: _____

Additional Comments: _____

Pelham Code Enforcement Department

Date Filed ___/___/___ H.P.C. Meeting ___/___/___ 15 days? _____

Date T.O.T. ___/___/___ T.O.T. Name _____

Zoned _____ Map _____ Parcel _____ Residential / Commercial

Notes / Additional Supporting Documents: _____

Pelham Historic Preservation Commission

Date Reviewed: _____

<p><i>CERTIFICATE OF APPROPRIATENESS</i> () APPROVED () DENIED</p>
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Commission comments:

A Certificate of Appropriateness is hereby issued to _____
for the following actions _____

_____ at (location) _____
provided the following conditions are met: _____

Signature: _____ Date: _____