

Jonesboro Historic Preservation Commission
124 North Avenue, Jonesboro, GA 30236
770-478-3800, 770-478-3775 (fax)
HPC@JonesboroGa.com

**HOW TO OBTAIN A CERTIFICATE OF APPROPRIATENESS
IN THE CITY OF JONESBORO, GEORGIA**

1. Contact Jonesboro City Hall/Jonesboro Historic Preservation Commission for an application form (please use the contact information listed above).
2. Complete the application. Please provide as much of the supporting material as possible. For new construction, or major projects, a site plan, scale elevation drawings, including the new construction elements and indicating the building materials to be used, are required. Six (6) copies of plans or renderings for any new structure must be filed. Photographs of the subject property may be required (may be sent as digital .jpg, .bmp, or .gif files via e-mail to HPC@JonesboroGa.com with the property address in the subject line). The Commission reserves the right to require additional information as necessary.
3. Submit this application, and all supporting information to the Jonesboro Historic Preservation Commission, at above address, by the required deadline of *ten (10) days before* the meeting date. **Materials submitted for review must match what is presented or the application WILL be tabled until the next meeting.**
4. The Historic Preservation Commission generally meets on the second Thursday of each month at 7pm in the Conference Room at Jonesboro City Hall (124 North Avenue). If there are no pressing issues or applications to discuss, the Commission may choose not to meet. Please call ahead to confirm meetings. Applications received by the deadline will be considered by the Historic Preservation Commission. A sign will be posted on the subject property at least seven (7) days before the meeting date.
5. Applicants are welcome and encouraged to attend Historic Preservation meetings. Commissioners frequently have questions that only the applicant, or a knowledgeable representative of the applicant can answer.
6. A decision must be made by the Historic Preservation Commission within 45 days of the filing of an application for a Certificate of Appropriateness. Applications must then be approved, rejected, or approved subject to specified conditions. Appeals of decisions of the Historic Preservation may be made to the City Commissioners. Please contact the City Manager's Office (also at Jonesboro City Hall) if you wish to appeal.
7. If an application is approved or approved with conditions, and following a 15-day delay for possible appeals to the City Commission, the applicant may seek a building permit at Jonesboro City Hall. **The issuance of a Certificate of Appropriateness by the Historic Preservation Commission *does not* relieve the applicant of the responsibility to meet any other requirements for obtaining a development or building permit.**
8. The Commission encourages applicants to discuss planned projects with staff before the formal submission of the project. Applicants wishing to schedule a preliminary meeting must contact Kathryn Lookofsky at Jonesboro City Hall at least *one full week before* the meeting.

6) Nature of proposed work (check all that apply):

- a) Addition
- b) Deck or Patio
- c) Demolition
- d) Exterior Architectural
- e) Exterior Environmental Feature Change
- f) Fence/Wall
- g) Landscaping
- h) Moving existing structure
- i) New Construction
- j) New Freestanding Building
- k) Other
- l) Repairs or Alterations
- m) Sign Erection or Replacement
- n) Site Preparation/Clearance

7) Please describe your proposed work as simply and as accurately as possible. Use the attached submittal criteria checklist as your guide for your description. Be sure to indicate building and/or landscape materials to be used. Accurate drawings and photographs are required. You may use extra sheets, if necessary.

IMPORTANT: This form must be completed BEFORE the Historic Preservation Commission can consider the approval of any material change to a Historic Property or a property within the Historic District. This form, along with all necessary supporting documentation (plans, material samples, color samples, and photos), must be filed with the Historic Preservation Commission staff. Two (2) copies of plans or renderings for any new structures must be filed.

All applicable items from the attached checklist of Submittal Criteria must be addressed. The Historic Preservation Commission will not docket incomplete applications for consideration.

I have read and understand the terms of this application. All information stated above is accurate and complete to the best of my knowledge.

Signature of Applicant: _____ Date: _____

**CITY OF JONESBORO – HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS
SUBMITTAL CRITERIA CHECKLIST**

This list is designed to help you through the application process. Please bring with you the items checked on this list when you file your application for a Certificate of Appropriateness. If you feel that any of the other items in this list could help the Historic Preservation Commission to better understand your application, you may provide them as well.

Please contact the Historic Preservation Commission staff at Jonesboro City Hall should you need further assistance with this process. HPC@JonesboroGa.com or 770-478-3800.

- Existing Site Plan
- Proposed New Site Plan
- Front Elevation
- Rear Elevation
- Left Elevation
- Right Elevation
- Floor Plan
- Roof Plan
- Detailed Drawings
- Photographs of buildings and other areas affected by the proposed changes, including at least one photograph of any elevations which will be impacted, and at least one photograph of the precise areas where the work will be done.
- Photographs of the front elevation of your building and the buildings to either side
- List of materials to be used
- Description of work to be completed
- Specifications
- Plan showing proposed changes to the landscape
- Topographic plan of your property
- If application is not being filed by property owner(s), please submit the appropriate authorization form from owner(s)
- Other helpful information _____

**AUTHORIZATION OF A SECOND PARTY* TO APPLY FOR A
CERTIFICATE OF APPROPRIATENESS WITH THE
CITY OF JONESBORO – HISTORIC PRESERVATION COMMISSION**

**I/We, _____
being the owner(s) of the property described below or attached, located at the
address of _____
within the City of Jonesboro, Georgia, hereby delegate authority to
_____**
**for the purpose of filing for a Certificate of Appropriateness with the City of
Jonesboro’s Historic Preservation Commission on my/our behalf.**

**Owner(s) Signature: _____
_____**

Date: _____

****If someone, other than the owner, submits an application for a Certificate of
Appropriateness, this form must be attached to the application upon submittal.***