

# HARTWELL HISTORIC PRESERVATION COMMISSION

## CERTIFICATE OF APROPRIATENESS

### APPLICATION & INSTRUCTIONS

#### UNDERSTANDING YOUR LOCAL HISTORIC PRESERVATION ORDINANCE

In 1985, the City of Hartwell established a Historic Preservation Ordinance. Preservation ordinances are used by cities across the United States to protect the historic character which makes a community unique. In a Preservation Ordinance, a Historic Preservation Commission is appointed, local historic districts are designated, and a process for design review within those districts is established.

In 1986, four historic districts and 28 individual properties in Hartwell were nominated to the National Register of Historic Places. The National Register of Historic Places is our country's official list of significant historic properties. The National Register recognizes the historical significance of a district or property but offers only limited protection. In order to give these properties full protection, the Hartwell Historic Preservation Commission designated these four districts and 28 individual properties as a local district. Local designation gave these properties protection through the Hartwell Historic Preservation Ordinance. At that time, the local district was extended to include parts of Howell Street, Athens Street, Franklin Street, and Benson Street in order to protect additional locally significant properties and to provide a buffer between new development and historic areas.

**"Preservation will only be successful when it captures the hearts and minds of citizens who adopt it as a working philosophy in all they do within their communities."**

James K. Reap  
Georgia Alliance of Preservation Commissions

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Local designation encourages sensitive development in the district and discourages unsympathetic changes through the process of design review. Any activity requiring a building permit from the City of Hartwell for a property located within the local historic district must receive a Certificate of Appropriateness (COA) from Hartwell's Historic Preservation Commission before a building permit can be issued. A COA is necessary if the proposed work will result in any changes to the external appearance of a property, structure, or site. Decisions to grant or deny COAs are based on a set of design guidelines for rehabilitation and new construction written specifically for Hartwell.

# INSTRUCTIONS

- \_\_\_ Obtain a copy of "Guidelines for Rehabilitation and New Construction in Hartwell's Historic Districts" from either the Building Inspector or the Public Library.
- \_\_\_ Complete the attached application for a Certificate of Appropriateness.
- \_\_\_ File the application and all additional information with the Hartwell Preservation Commission no later than ten days prior to the next regularly scheduled meeting of the Hartwell Historic Preservation Commission. ( The Commission meets on the second Tuesday of every month at 4:00 pm in the Fire Dept. Building)
- \_\_\_ Attend the meeting in which your project will be reviewed.
- \_\_\_ The Commission will approve or reject an application for a COA within five days after the filing thereof by the applicant.
- \_\_\_ In the event that the Commission rejects an application, it shall state its reason for doing so in writing to the applicant and suggest alternative courses of action it thinks proper. The applicant, if he or she so desires, may make modifications to the plans and may resubmit the application at any time after doing so.

## GENERAL REVIEW CRITERIA

- The historic and architectural significance of the site
- The height of the structure in relation to the average height of the nearest adjacent and opposite buildings
- The setback and placement on lot of the structure in relation to the average setback and placement of the nearest adjacent and opposite structure
- Exterior construction material, including textures and patterns
- Architectural detailing, such as lintels, cornices, brick bond, and foundation materials
- Roof shapes, forms, and materials
- Proportions, shapes, positionings and locations, patterns and sizes of any elements of fenestration
- General form and proportions of structures
- Appurtenant fixtures and other features such as lighting
- Structural condition and soundness
- Architectural scale

# City of Hartwell

## Application for Certificate of Appropriateness

Under Section 4, of the City of Hartwell Historic Preservation Ordinance

All Items Must Be Completed. Mark NA If Not Applicable.  
If Additional Space Is Needed, Attach More Pages.

### DESIGNATED PROPERTY

Name \_\_\_\_\_

Address \_\_\_\_\_

### OWNER

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

### PERSON FILING APPLICATION, IF OTHER THAN OWNER

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

### BUILDING DATA

Date of Construction \_\_\_\_\_

#### ORIGINAL USE

- ☐ Single Family Residential
- ☐ Multi-Family Residential
- ☐ Office
- ☐ Commercial/Retail
- ☐ Industrial
- ☐ Institutional

#### CURRENT USE

- ☐ Single Family Residential
- ☐ Multi-Family Residential
- ☐ Office
- ☐ Commercial/Retail
- ☐ Industrial
- ☐ Institutional
- ☐ Vacant

### TYPE OF WORK

- ☐ Exterior Alteration
- ☐ Demolition
- ☐ Other \_\_\_\_\_

- ☐ New Construction
- ☐ Relocation

Proposed Starting Date \_\_\_\_\_

Date of Completion \_\_\_\_\_

## PROPOSED PROJECT

Describe clearly and in detail all work to be done. Include the following items where appropriate.

- ☐ sketches, specifications, manufacturer's illustrations or other description of proposed changes to the building facade or roof, new additions, or site improvements. Drawings/sketches will be required for major changes for such items as roofs, facades, porches, or prominent architectural features.
- ☐ description and/or samples of proposed materials when the original material will not be retained or in the case of new construction.
- ☐ current site plan including the location of all large trees, parking areas, walls, fences, outbuildings, or other landscape features of note and proposed changes to that plan
- ☐ for new construction, elevation drawings of each facade which clearly show the exterior appearance
- ☐ photographs of site and structure
- ☐ copies of structure reports where applicable
- ☐ give the reason for demolition/relocation and describe the proposed reuse of the site, including landscaping

Work Description (use additional pages if necessary)

The undersigned agrees that the above constitutes the construction or alteration to be undertaken at this time and that any changes or additions will require another application.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## STAFF USE ONLY

Date received by the Historic Preservation Commission: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Application ☐ granted ☐ denied Date: \_\_\_\_\_

Comments \_\_\_\_\_

Project Number: \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Chairman's Signature \_\_\_\_\_