



CITY OF JONESBORO

124 North Avenue
Jonesboro, Georgia 30236
www.jonesboroga.com

JONESBORO HISTORIC PRESERVATION COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

The Jonesboro Historic Preservation Commission or J.H.P.C. is tasked with insuring the Historic District's Preservation and standards are met according to the City of Jonesboro Codes and Ordinances. This application and approval thereof does not constitute an approval to begin construction. It is a review of Chapter 86 – Zoning, Section 86-102 (H-1) Historic District and Section 86-103 (H-2) Historic District. Once the applicants meets Historic District Code, the process of approval of plans, land disturbance, and other compliance measures must be met. Please contact the Jonesboro City Hall (770) 478-3800 and speak with the City Clerk for further information.

Property Information:

Address: _____

Owner: _____

Note: if applicant is not the owner, the applicant must provide written permission from the owner – notarized, and owner's contact information. See Jonesboro City Hall staff to obtain permissible document.

Applicant Information:

Applicant Name: _____

Mailing Address: _____

Email Address: _____ Telephone: _____

- Fees and Charges as identified within the City of Jonesboro's schedule of fees for the Historic Preservation Committee Certificate of Appropriateness.

Residential - \$35.00

Commercial: \$50.00

Sign: \$10.00

PROJECT INFORMATION

Type of Project (Check all that apply)

Construction

- New building
- Additional building
- Minor Exterior Change
- Major Building Restoration, Rehabilitation, or Remodeling

Site Changes

- Parking area(s), Driveway(s), or Walkway(s)
- Fence(s) or Wall (s)
- Sign(s)
- Mechanical System(s)
- Non-temporary Site Feature(s): (i.e. satellite dishes, pools, lighting, arbors, gazebo's, etc.)

Demolition or Relocation

- Primary Building
- Outbuilding
- Site Feature

APPLICATION REQUIREMENTS

Applicants must include support materials as noted to be considered (i.e. plans, schematics, images, dimensions, surrounding structures). Incomplete applications will not be reviewed.

APPLICATION DEADLINE & REPRESENTATION

Applications must be delivered to the Jonesboro City Hall at least eighteen (18) days preceding the next scheduled J.H.P.C. meeting. The J.H.P.C. meets on an as needed basis. Applicant's attendance is required: A presentation with visuals and detailed information is suggested. Questions which may arise, and if unanswered could result in the denial of the application.

REQUIRED MATERIALS

The following materials are required for a complete application. Incomplete applications WILL NOT be reviewed.

- A. New Buildings and Additions:
 - i. Description of Project
 - ii. Site Plan
 - iii. Architectural Elevations
 - iv. Floor Plan
 - v. Description of Materials
 - vi. Photographs of Proposed Site

- B. Major Restoration, Rehabilitation, or Remodeling:
 - i. Architectural Elevations or Sketches
 - ii. Description of Project
 - iii. Description of Materials
 - iv. Photographs of Proposed Site

- C. Minor Exterior Changes:
 - i. Description of Project
 - ii. Description of Materials
 - iii. Photographs of Existing Building

- D. Site Changes: Parking, Driveways & Walkways:
 - i. Site Plan or Sketch of Site
 - ii. Description of Materials
 - iii. Photographs of Site

- E. Site Changes: Fences, Walls, and other Site Features:
 - i. Site Plan or Sketch of Site
 - ii. Architectural Elevations or Sketches
 - iii. Description of Materials
 - iv. Photographs of Site

- F. Site Changes: Signs:
 - i. Architectural Elevation or Sketch (For signs located on the building)
 - ii. Site Plan or Sketch of Site (For free standing signs)
 - iii. Description of Materials and Illumination

