

CITY OF DALTON HISTORIC PRESERVATION COMMISSION

Certificate of Appropriateness Approval Matrix

ACTION		No Approval Required	*Administration with Documentation	Commission with Documentation	Building Permit
Additions/new construction				x	x
Accessory structures (sheds, garages, etc)					
	Visible from the street/ new, any size, or demolition			x	x
	Not visible from street/ new <200 sq. ft.		x		x
Awnings and Canopies new installation			x		
Carports (addition or enclosure)				x	x
Curb Cuts			x		x
Decks & patios					
	Repair, same material	x			
	New, visible from the street/ with structure			x	x
	New, not visible from street/ non-structure	x			x
Decorative shutters					
	New		x		
	Replacements, same material and size	x			
Demolitions (part or all of structure)				x	x
Doors /Garage doors					
	New / any location		x		x
	Repair, same material/style/size	x			
	Change in material or style		x		
	Any change in opening			x	x
Driveways					
	Same surface	x			
	New construction, material change or relocation			x	x
Equipment (antennas, satellite dish 18" or less, etc)			x		
Exterior siding (clapboard, stucco, brick, etc.)					
	Repair with same materials or repaint	x			
	Replacement with new materials			x	x
Exterior façade change					
	Replacement of non-hist. materials w/orig. configuration		x		x
Fences or gates, new or change in materials				x	x
	Repair existing with same materials	x			
Fire Escapes, new or change in materials or location				x	x

ACTION		No Approval Required	*Administration with Documentation	Commission with Documentation	Building Permit
Fountains					
	Repair with same materials	x			
	New or visible from street			x	x
Gutters & downspouts, gutter covers					
	Repair or replace existing w/same materials or add gutter covers	x			
	Replacement with new materials		x		
Interiors					
	Decorative changes	x			
	Ad valorem Tax Exemption (State Review)			x	
Landscaping					
	Visible from the street/ minor any change	x			
	Visible from the street/ major removals or major new plans			x	
	Tree removal / mature trees (Contact City Arborist)			Tree Board	
	Lighting (See Site and Landscape lighting)				
Mailboxes			x		
Mechanical systems, inc. HVAC & window units, exhaust fans, etc					
	New or moving location		x		x
	Replace or repair existing unit w/same materials	x			
Painting					
	Maintenance or color change	x			
	Painting originally unpainted surface		x		
Parking lots, pavement (see driveways)					
Pools/Hot Tubs/Jacuzzis (rear façade only)			x		x
Porches (see decks & patios)					
Relocation of building or structure				x	x
Repair same material, any part of structure		x			
Re-pointing, repair of masonry			x		
Retaining walls					
	Repair, same material and shape	x			
	Install new or removal of existing (visible from street)			x	x
	Install new or removal of existing (not visible from street)		x		x
Roof					
	Repair, same material	x			
	Replace, same material & shape of shingle	x			
	Replace, new materials or shape of shingle		x		
	Change shape of roof			x	x
Sheds (see accessory structures)			x		

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Walkways					
	Repair, same material	x			
	New construction, new materials, relocation (visible from street)			x	x
Siding (see exterior siding)					
Signs/plaques				Building Inspector	
Site and landscape lighting					
	Repair, same material	x			
	New installation		x		
Solar Collectors, Sky lights					
	Install new, any location			x	x
	Repair or replace, existing with same materials	x			
Steps and Railings					
	Install new, any location		x		x
	Repair or replace w/same materials, same location	x			
Storm windows and storm doors					
	Repair or replace, any material	x			
	Install new			x	x
Trim (scrollwork, fascia, porch details, etc)					
	Replace or repair, same material/size/design	x			
	New, change in size, design or repair with new materials			x	
Windows					
	Repair, same material	x			
	Replace, same material, size, shape, configuration, any location		x		x
	Replace, with change in size of opening or new material			x	x
* NOTE: Administration Approval will be through committee review which may include:					
			HPC Representative		
			HPC Secretary		
			Building Inspector		
			City Administrator		
			Historic Planner		
			Updated 11/08/19		