



City of Dalton, Georgia Application for Certificate of Appropriateness

NOTE: APPLICATIONS MUST BE SUBMITTED BY THE CLOSE OF BUSINESS TEN DAYS PRIOR TO THE DATE OF A REGULARLY SCHEDULED MEETING. Applications submitted by this deadline will be entered on the agenda for the regular meeting of the Historic Preservation Commission held on the second Thursday of each month. Applications received less than ten days prior to the regularly scheduled meeting will not be considered until the following month. **Return completed application with supporting documentation to City of Dalton, Administration Department, Dalton City Hall, 2nd Floor, 300 West Waugh Street, Dalton, GA 30720** or email to Kimberley Witherow, HPC Secretary, at kwitherow@daltonga.gov

Applicants must be present at the reading of the application in order for the application to be considered. You will be sent a Certificate of Appropriateness or notified in writing of the decision of the Commission.

Incomplete applications will not be accepted. In order for the application to be considered complete, it must include the following:

- Plans and drawings to scale, photographs, and other documentation deemed necessary;
- A completed application form (attached);
- Applications for demolition or relocation must include plans for future use of the site.

Before submitting an application, please consult the Dalton Historic District Design Guidelines to ensure that your project is in compliance with the historic district regulations. Historic Preservation Commission members are not bound by decisions rendered in the past.

Building permits will not be issued until the application is approved.

If you have any questions, please call 706-278-9500 x-2403 or email kwitherow@daltonga.gov



Application for Certificate of Appropriateness

Pre-Application
 Preliminary site visit request
 Application
 Plans & Drawings to scale, photographs,
and other necessary documentation

Date Received _____
Hearing scheduled _____
Application should be received 10 days
prior to a scheduled meeting on the 2nd
Thursday of each month

Property to be considered:

Address of Property: _____

Tax Map Identification (Parcel#): _____

Name of Applicant: _____

Doing Business as (if applicable): _____

Address of Applicant: _____

Cell: _____ Work/Home: _____ Email: _____

Relationship of Applicant to Property (Lessee, owner): _____

Architect: _____

Address: _____ Phone: _____

Contractor: _____

Address: _____ Phone: _____

Type of Building

Single Family
 Commercial
 Two Family
 Garage
 Multi-Family
 Office Building

Proposed Work

Addition to existing structure
 Repair
 Fence/Wall
 Parking
 Demolish/Move
 Alteration to existing structure
 New Construction
 Landscaping
 Sign/Advertising
 Other

Is there an application relevant to this property and the subject modifications or improvements pending or contemplated before the Board of Zoning Appeals, City Planning Commission or City Council? If so, please specify: _____

Who will represent applicant before the Historic Preservation Commission:

Name: _____

Title or relationship to applicant: _____

Address: _____ Phone: _____

Describe the proposed scope of the project and the work in detail:

Describe the condition of the areas that would be improved: _____

What materials will be used? Specific models and profiles of windows/doors, brand and manufacturer, specific type of roofing or siding, etc. _____

How would the work change the appearance of the building? _____

When would the work begin? _____

What would be the anticipated completion date? _____

Signature or owner (where applicable): _____

Name (Print or type): _____

Signature of applicant or agent: _____

Name (Print or type): _____

Return completed application with all supporting documentation to: kwitherow@daltonga.gov or City of Dalton, Administration Dept., 300 West Waugh Street, Dalton, GA 30720

TO BE COMPLETED BY CITY STAFF:

Received by _____ Docket No. _____
Date _____ Qualifies for Administrative Review: ___ Yes ___ No