



## CERTIFICATE OF APPROPRIATENESS APPLICATION

Application Fee: \$50.00     Demolition Fee: \$150.00

All new construction and exterior remodeling of buildings within the Kennesaw Historic District shall be subject to the architectural review and approval of the Historic Preservation Commission (**HPC**). HPC approval is also required for Kennesaw Downtown Development Authority (KDDA) Façade and Signage Grants.

Darryl Simmons, Planning and Zoning Administrator for the City of Kennesaw will meet with you to direct your application process. To make an appointment, please call 770-590-8268.

A Certificate of Appropriateness (COA) shall be obtained from the **HPC** prior to the issuance of a building permit. The **HPC** shall consider a variety of issues in rendering its decision including, but not limited to the following:

- a. The surrounding development
- b. The best interest of the community
- c. Previous studies undertaken by the City as well as the standards contained herein.

### **Application for signage to include**

- Material Specifications
- Drawing of Sign with Dimensions and Colors to be used
- Façade detail of fonts

### **Application for landscaping to include**

- Variety of trees and shrubs
- Indicate size and location of plantings

### **Application for exterior renovations and additions to include**

- Existing conditions site plan depicting location of addition in relation to the existing property
- Existing floor plan of building
- Proposed floor plan of building including portions not to be altered
- Elevations of all exterior façade of addition including relationship to existing building
- Detail of trim to be utilized on façade
- Manufacturer's specifications for windows, doors and lighting that will be installed-including a photograph or sketch
- Photographs of all existing facades; existing structures adjacent to property; and views from the façade to be altered



**CONSISTENT WITH THE UNITED STATES CONSTITUTION AND THE RELIGIOUS LAND USE AND INSTITUTIONALIZED PERSONS ACT OF 2000, THE CITY OF KENNESAW DOES NOT DISCRIMINATE ON THE BASIS OF RELIGION IN THE APPLICATION OF ITS LAWS, POLICIES, OR PROCEDURES, INCLUDING THE APPLICATION OF ITS LAND USE REGULATIONS AND ZONING LAWS.**

Under the Religious Land Use and Institutionalized Persons Act of 2000 (“RLUIPA”), no government, including the City of Kennesaw, may apply its zoning or land use laws in a manner that imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution. RLUIPA also provides that no government, including the City of Kennesaw, may apply a land use regulation in a manner that treats a religious assembly or institution (a church, for example) on less than equal terms than a nonreligious institution or assembly (a day care center or movie theater, for example). Finally, RLUIPA provides that no government, including the City of Kennesaw, may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

If you believe that the City of Kennesaw, or any other local government or municipality, has discriminated against you in the implementation of its zoning or land use laws, please contact the United States Department of Justice.

United States Department of Justice  
Civil Rights Division  
Housing and Civil Enforcement Section  
950 Pennsylvania Ave. N.W. –G St.  
Washington, DC 20530

1. NAME OF APPLICANT: \_\_\_\_\_

- Owner
- Other
- Other, please specify \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

(Home#) \_\_\_\_\_ (Cell#) \_\_\_\_\_ (Email) \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

Land Lot \_\_\_\_\_ Tax Parcel \_\_\_\_\_ Lot Size \_\_\_\_\_

Current zoning on property: \_\_\_\_\_

2. NAME OF ATTORNEY OR REPRESENTATIVE:

\_\_\_\_\_

(Home#) \_\_\_\_\_ (Cell#) \_\_\_\_\_ (Email) \_\_\_\_\_

NAME OF OWNER:

\_\_\_\_\_

(Home#) \_\_\_\_\_ (Cell#) \_\_\_\_\_ (Email) \_\_\_\_\_

3. ACTIVITY

- |   |  |
|---|--|
| <input type="checkbox"/> New Construction       | <input type="checkbox"/> Exterior Architectural Features       |
| <input type="checkbox"/> Demolition             | <input type="checkbox"/> Exterior Environmental Feature Change |
| <input type="checkbox"/> Awnings                | <input type="checkbox"/> Moving a Building                     |
| <input type="checkbox"/> Fence                  | <input type="checkbox"/> Sign Erection                         |
| <input type="checkbox"/> Repairs or Alterations | <input type="checkbox"/> Sign Placement *                      |
| <input type="checkbox"/> Landscaping            |  |

**\* (NOTE – Business License required before signage installation)**

Please describe your proposed work as simply and accurately as possible. Use the attached submittal criteria checklist to guide you in your description. Be sure to indicate materials to be used. Accurate drawings and photographs are required. (Use extra sheet, if necessary.) **Signed and sealed drawings from an architect, engineer or other design professional are required when construction of a new building, alterations and/or additions to existing structures are being made (Code 800.14.1).**

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Important: This form must be completed before the Historic Preservation Commission will consider the approval of any material change to a property within a Historic District. This form, along with supporting documents must be filed with 1 Original (4) copies including color photos (excluding models, material and color samples, where one (1) is sufficient). The application and supporting documents are to be placed on a **CD in a PDF format**.

**Incomplete applications will not be docketed for consideration by the Historic Preservation Commission.**

**The City of Kennesaw will not issue any permits until 7 days after the Commission's decision**, per City Ordinance No. 2003-51, Section Two. 800.20 –Any person or persons jointly or severally aggrieved by any decision of the Kennesaw HPC may appeal to the Mayor and City Council. The appeal must be filed within 7 days of the decision of the Commission and must be made by written petition delivered to the zoning administrator. The appeal shall be on the application exactly as presented to the commission.

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**Signature of Applicant**

**Date**

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**Signature of Owner**

**Date**

(If different from applicant, consenting to work to be performed on said property.)



**CERTIFICATE OF APPROPRIATENESS**

**APPROVAL SIGNATURES**

**Darryl Simmons (Application Deemed Complete)**  
**Planning & Zoning Administrator**

Date: \_\_\_\_\_

**(Application Administratively Approved)**  
**HPC Chair**

Date: \_\_\_\_\_

- GRANTED
- DENIED Reason for denial \_\_\_\_\_
- REQUIRES HPC APPROVAL

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Historic Preservation Commission consideration:

HEARING DATE: \_\_\_\_\_

ACTION BY COMMISSION:

- GRANTED
- DENIED

APPROVED WITH CONDITIONS:

\_\_\_\_\_  
\_\_\_\_\_

DENIED: Reason for denial

\_\_\_\_\_  
\_\_\_\_\_

(May re-submit within 60 days)

POSTPONED/TABLED \_\_\_\_\_

\_\_\_\_\_  
Signature, Historic Preservation Commission

\_\_\_\_\_  
Date

*Upon Administrative Approval scan and send document to Commission for review*