CERTIFICATE OF APPROPRIATENESS APPLICATION

□ Application Fee: $50.00 □ Demolition Fee: $150.00

A MINIMUM OF ONE CONSULTATION WITH PLANNING AND ZONING ADMINISTRATOR AND STAFF PRIOR TO THE SUBMISSION OF THE REQUESTED APPLICATION IS MANDATORY.

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.

A Certificate of Appropriateness (COA) must be obtained from the **HPC** prior to the issuance of a building permit. If a building permit is applied for prior to the issuance of a Certificate of Appropriateness, the building permit will be denied.

Completed applications, along with the required documents, must be submitted to the Planning and Zoning Department through the **iWorq portal** located on the city's website at least two weeks prior to the scheduled Historic Preservation Commission meeting. No application will be reviewed or placed on the HPC meeting agenda unless all requirements are met.

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**

- ☐ New Construction
- ☐ Demolition
- ☐ Awnings
- ☐ Fence
- ☐ Repairs or Alterations
- ☐ Landscaping
- ☐ Exterior Architectural Features
- ☐ Exterior Environmental Feature Change
- ☐ Moving a Building
- ☐ Sign Erection
- ☐ Sign Placement *

*** (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).**

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 the Planning and Zoning Department through **iWorq portal** located on the city's website at least two weeks prior to the scheduled Historic Preservation Commission meeting.

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.

Signature of Applicant **Date**

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

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