



CITY OF ST. MARYS

418 OSBORNE STREET
ST. MARYS, GEORGIA 31558

TELEPHONE: 912-510-4025 FAX: 912-510-4014
PLANNING AND ZONING DEPARTMENT: 912-510-4025

Roger A. Weaver, Planning Director roger.weaver@tds.net

HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS

CRITERIA CHECKLIST

Not all information listed below is required for each project. In order to save time and effort, please consult with the Planning Commission prior to completing your application.

1. **GENERAL REQUIREMENTS:**

- Location/address of work to be done.
- Zoning classification
- Proposed starting date of work.
- Proposed completion date of work
- Tax Map/Parcel number

2. **SIGNS:** (Signs must be in compliance with the sign ordinance as well. No sign will be approved that does not comply with the sign ordinances.)

- Dimensional elevation identifying materials, colors (optional), and lettering style.
- Description of lighting (if applicable)
- Designation of location (for fascia sign show how and where it will be attached; for freestanding sign show height above ground, clearance and distance.
- Photographs of sign location from all directions – digital ok.

3. **REMODELING AND ADDITIONS:**

- Elevation drawings indicating proposed alterations. Minimum scale: 1/8" = 1'-0". (Architectural rendering may be required for major alterations. Please consult planning staff.) Make sure to include door and window design if altered. Manufacturer's catalog data may be used, if applicable
- Exterior material description.
- Site plan showing dimensions of lot and location of existing building on lot, location of additions, dimensions of existing structure and additions, flood plain elevation, ground elevation. (Show use of addition and location of windows and doors if application.)
- Photograph of existing conditions from all elevations – Digital ok.
- Historic photographs should accompany any request to return a structure to an earlier historic appearance.

4. **MATERIAL CHANGES:**

- Written description of area involved.
- Color photographs or slides of areas involved and surrounding structures if applicable.
- Sample or photo of materials involved. (Color samples optional.)

5. **ACCESSORY USES:**

Parking Areas:

- Site plan showing layout, number of spaces, dimensions and location of screening.
- Indicate height and design and materials of walls and fences; indicate type of vegetation. Include material samples if applicable.
- Description of surface materials.

Fences and Walls:

- ___ Site plan showing location of fence / wall.
- ___ Sketch or photograph showing design of fence/wall, material and height.
- ___ Photograph or slide of area to be fenced/walled and adjacent structure.

Walks, Satellite Dishes and Other Landscape Features:

- ___ Site plan showing location and layout.
- ___ Photograph or slide of area affected.
- ___ Description of materials and design.

6. **DEMOLITION:**

- ___ Document that a building classified as historic is incapable of earning an economic return on its value, as appraised by a qualified real estate appraiser.
- ___ Letter from GA licensed structural engineer as to structural stability – if applicable.
- ___ Proposed use of site after demolition. Provide data under 9 below for proposed use.
- ___ Color photograph of structure to be demolished.

7. **RELOCATION:**

- ___ Photograph of existing structure on existing site.
- ___ Photograph of proposed site and map of location.
- ___ Reasons for request to move structure

8. **PARKS, MONUMENTS, FOUNTAINS:**

- ___ Site plan showing location of monuments, dimensions, and location of screening and plantings.
- ___ Indicate type of vegetation.
- ___ Surface materials of paths, seating areas.

9. **NEW CONSTRUCTION:**

- ___ Elevation drawings, minimum scale: 1/8" = 1'-0", showing all sides and dimensions. Elevation drawings in scale showing relationship to structures immediately adjacent.
- ___ Photograph of proposed site and adjoining properties.
- ___ Site plan showing building footprint and location of off-street parking, flood plain elevation and ground elevation. Include number of parking spaces, surface material, screening and all other information as necessary.
- ___ Floor plan showing setbacks and other exterior features such as steps, door swings, windows and texture samples.
- ___ Material list including door and window styles, colors (optional) and texture samples.
- ___ Scale model indicating significant detail – if appropriate to show scope of work. (This may be required for major construction. Please consult planning staff.)

Any questions concerning application procedures should be directed to the staff of the:

**St. Marys Planning Department
City of St. Marys
418 Osborne Street
St. Marys, GA 31558**