

CITY OF AUGUSTA
HISTORIC PRESERVATION CERTIFICATE APPLICATION

BUILDING/PROPERTY E-911 ADDRESS: _____

BUILDING/PROPERTY PRESENT USE: _____

BUILDING OWNER'S NAME/CONTACT: _____

BUILDING OWNER'S MAILING ADDRESS: _____

APPLICANT/AGENT'S NAME: _____

APPLICANT/AGENT'S ADDRESS: _____

APPLICANT/AGENT'S INTEREST IN THE PROPERTY: _____

APPLICANT TELEPHONE: _____ APPLICANT E-MAIL: _____

TAX MAP: _____ LOT: _____ BASE ZONING DISTRICT: _____

HISTORIC DISTRICT NAME: _____ CONTRIBUTING PROPERTY: YES / NO

HISTORIC SITE OR LANDMARK: YES / NO INDIVIDUAL HISTORIC PROPERTY: YES / NO

TYPE OF WORK. PLEASE CHECK ALL WHICH APPLY:

- Reconstruction, restoration, renovation and/or alteration changing the exterior appearance, as visible from the street or associated public land, except for exterior painting.
- New construction of a principal or accessory structure visible from the street or visible from public lands associated with the structure where such structure will be located in an historic district.
- Demolition of an historic landmark, individual historic property or any contributing structure in an historic district.
- Moving an historic landmark, individual historic property or any contributing structure in an historic district.
- Improvement projects and objects on contributing properties, such as lighting, sidewalks, raised walkways, handicapped access ramps, paving, curbing, signs, solar panels, heat pumps, and satellite dishes larger than 39 inches in diameter located beyond the right-of-way of any public street or way, but visible from the street, and located within an historic district or affecting any historic site or landmark.

APPLICATION MATERIALS. PLEASE CHECK ALL WHICH APPLY:

- Description of the activity requiring a Historic Preservation Certificate.
- Drawing(s) showing the design and location of proposed alteration or new construction. Drawings may include plans and exterior elevations, drawn to scale, with sufficient detail to show the architectural design, materials and visual textures of the exterior of the building(s). Drawing(s) are not required to be professionally prepared, but shall be clear, complete and specific.
- Sample materials, if necessary.
- Photograph(s) of the building(s) involved and of adjacent buildings.
- A site plan and/or building photos indicating improvements affecting appearance, such as fences and walls, walks, terraces, accessory buildings, lights, signs and other elements.
- Letter of Authorization from the building owner for the project, if the applicant a tenant.
- Letter of Authorization from the applicant, if represented by an agent.
- 10 copies of above listed materials.

APPLICANT'S SIGNATURE: _____ DATE: _____

HISTORIC DISTRICT REVIEW BOARD MEETING DATE: _____

HISTORIC PRESERVATION CERTIFICATE GRANTED: YES / NO

PLANNING BOARD REVIEW: YES / NO

CITY OF AUGUSTA
HISTORIC PRESERVATION CERTIFICATE APPLICATION
REVIEW PROCESS

APPLICABLE ORDINANCE STANDARDS: LAND USE ORDINANCE, HISTORIC DISTRICT §300-316.5

NO APPLICATION FEE IS REQUIRED FOR A HISTORIC PRESERVATION CERTIFICATE APPLICATION.

ACTIVITIES NOT REQUIRING AN HISTORIC PRESERVATION CERTIFICATE:

- (1) The ordinary maintenance or repair of any exterior architectural feature of any structure or other improvement project when that repair does not involve a change in design, appearance, or materials.
- (2) Impermanent or reversible alterations such as storm windows, storm doors, window air conditioners, shutters, or paint color.
- (3) Lawn and garden objects and landscaping, including plantings, sculptures, walkways and walls of two feet or less in height.
- (4) Minor changes to noncontributing buildings. Minor changes are defined as small-scale alterations to a structure or site that do not significantly affect its appearance and are easily reversible. Minor changes may include improvement projects such as lighting, sidewalks, paving and curbing.
- (5) Alterations to structures on noncontributing properties, which do not change the size or footprint of the structure.
- (6) The construction or alteration of any structure not visible from the street. Visible from the street is defined as any site or structure that can be seen from any public street or way abutting the subject property.
- (7) The construction, reconstruction, alteration or demolition of any structure where construction is in accordance with a valid building permit issued before establishing new districts, sites or landmarks designated by adoption of or amendment to the Historic District Ordinance §300-316.5.
- (8) The construction, reconstruction, alteration, restoration or demolition of any feature which the Code Enforcement Officer shall certify is required because of an unsafe or dangerous condition to ensure public safety or when efforts to save such a feature have been declared impractical or uneconomic in response to concerns for public safety.

THE CITY OF AUGUSTA WILL NOTIFY THE APPLICANT AND PROPERTY OWNERS WITHIN 500 FEET OF THE PROPERTY BOUNDARY OF THE PROJECT TO BE REVIEWED. NO FEE ACCOMPANIES THE NOTIFICATION PROCESS. AT THE REQUEST OF THE APPLICANT, OR ANY OTHER PERSON RECEIVING NOTICE OR WHEN THE BOARD DEEMS IT NECESSARY, A PUBLIC HEARING ON THE APPLICATION WILL BE CONDUCTED BY THE BOARD.

APPLICATIONS SHALL BE CONSIDERED AT A REGULAR HISTORIC DISTRICT REVIEW BOARD MEETING, WHICH ARE HELD ON THE THIRD TUESDAY OF EACH MONTH. MEETING AGENDAS WILL BE POSTED 7 DAYS BEFORE THE MEETING.