



City of Dalton, Georgia
Application for Certificate of Appropriateness

NOTE: APPLICATIONS MUST BE FILED BY THE CLOSE OF BUSINESS TEN DAYS PRIOR TO THE DATE OF A REGULARLY SCHEDULED MEETING.

Applications filed 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. **Mail completed application with supporting documentation to City of Dalton, Administration Department, PO Box 1205, Dalton, GA 30722 or return to City Hall, 300 West Waugh Street, Dalton, GA 30720.**

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.



Application for Certificate of Appropriateness

☐ Pre-Application
☐ Preliminary site visit request
☐ Application
☐ Plans and drawings to scale, photographs, any other necessary documentation

Date Received _____
Hearing scheduled _____
Application should be received ten days prior to a scheduled meeting on second Thursday of each month

Property to be considered:

Address of Property: _____

Tax Map Identification: _____

Name of Applicant: _____

Doing Business as (if applicable): _____

Address of Applicant: _____

Phone: _____ Work _____ Home _____

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

Architect: _____

Address: _____ Phone: _____

Contractor: _____

Address: _____ Phone: _____

Type of Building

☐ Single Family
☐ Commercial
☐ Two Family
☐ Garage
☐ Multi-Family
☐ Commercial 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 would 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 would be used? specific models and profiles of windows/doors (example: Anderson 4500 series), brand and specific type of roofing or siding, etc.

What methods of application would be used? _____

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

When would the work begin? _____

What would be the anticipated completion date? _____

Signature of owner (where applicable): _____

Name (Print or type): _____

Signature of applicant or agent: _____

Name (print or type): _____

Mail completed application with all supporting documentation, drawings and photographs, to:
City of Dalton, Administration Dept. PO Box 1205, Dalton, GA 30722

TO BE COMPLETED BY CITY STAFF:

Received by _____ Docket No. _____

Date _____ Tax Map Identification _____

Qualifies for Administrative Review: ☐ Yes ☐ No