



Certificate of Appropriateness (COA) Application

Application Fee: Residential - \$50.00 Commercial - \$100.00

Permit Number: _____

Date Received: _____

Meeting Date: _____

Date Complete: _____

HPC Action Taken: _____

Date Processed: _____

PROPERTY ADDRESS (address at which the work is to be performed)

Property Address: 729 Main Street Stone Mtn., Ga 30083

APPLICANT CONTACT INFORMATION

Applicant Name: Roshonda Smith Phone Number: [REDACTED]

Mailing Address: 729 Main Street Stone Mtn., Ga 30083

Email Address: rsmith4097@gmail.com

PROPERTY OWNER'S INFORMATION

Property Owner's Name: Roshonda Smith

Address: [REDACTED]

PROJECT DESCRIPTION

- ☐ **Routine Maintenance or Repair** Routine maintenance does not involve a change in materials or in appearance. A COA is not required, but the HPC requests that an application be submitted to be kept on file to ensure that work performed is per the application. If the project makes a change in materials or appearance, then a COA is required. Routine maintenance includes but is not limited to the following:

☐ Re-roofing (shingles) ☐ Wood repair (only a portion of siding, porch, fence, etc.) ☐ Windows (repair) ☐ Doors (repair) ☐ Other _____

- ☐ **Exterior Changes** (visible changes to exterior of existing structure), include but are not limited to the following:

☐ Window(s) ☐ Door(s) ☒ Porch ☐ Lighting ☐ Awning ☐ Other _____

- ☐ **Construction**, includes but is not limited to the following:

☐ New Building ☐ Additions ☐ Accessory Building ☒ Other Enclosure
☐ Major building restoration, rehabilitation, or remodeling

- ☐ **Site Changes**, include but are not limited to the following:

☐ Fence/Wall ☐ Pool ☐ Mechanical system ☒ Walkway/Sidewalk/Driveway ☐ Other _____

- ☐ **Demolition or Relocation**, include but are not limited to the following:

☐ Primary Building ☐ Accessory Building ☐ Site Feature ☐ Trees/Vegetation ☐ Other _____

☐ **Other** _____

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Describe the proposed project in detail, including the materials, finishes, and measurements. Additional pages may be attached if necessary. *Bacon Hill Academy & Rosalinda Smith is asking to enclosed the porch of said property to provide additional licensing space for children to attend school. The materials needed for the project is sheetrock, plaster, insulation, and vinyl siding to give it a complete look on the sides.*

REQUIRED MATERIALS CHECKLISTS

Depending on your project, the following materials are the minimum required by the HPC in order to have a complete application. **Incomplete applications will not be reviewed by the HPC until all information is submitted.**

Exterior Changes

- ☐ description of project
- ☐ description of construction materials
- ☐ photographs of existing building
- ☐ proposed finishes (attach samples)

Construction

- ☒ description of project
- ☐ stamped set of architectural elevations (all sides)
- ☐ stamped site plan (building, fencing, paving)
- ☐ landscaping plan (saved and proposed vegetation)
- ☐ description of construction materials
- ☒ photographs of proposed site and adjacent sites
- ☐ stamped set of architectural floor plans
- ☒ proposed finishes (attach samples)
- ☐ documentation of earlier historic appearance (restoration, rehabilitation, or remodeling only)

Site Changes

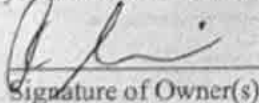
- ☒ description of project
- ☐ sketch diagram of proposed project
- ☒ site plan showing current features---buildings, paving, fencing, mature vegetation, etc.
- ☒ description of construction materials
- ☒ photographs of existing site and adjacent sites
- ☒ proposed finishes (attach samples)

Demolition or Relocation

- ☐ description of project
- ☐ site plan showing existing structures
- ☐ site plan showing proposed development
- ☐ description of construction materials
- ☐ photographs of existing site and adjacent sites
- ☐ proposed finishes (attach samples)
- ☐ landscaping plan (saved and proposed vegetation)

AUTHORIZATIONS

I HEREBY CERTIFY that I am the owner(s) of the property or that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his/her authorized agent. Furthermore, I certify I have read and understand the procedures and guidelines set forth in the *Stone Mountain Design Guidelines for Historic Preservation*.


Signature of Owner(s)

8/6/26
Date


Signature of Applicant

8/6/26
Date

Signature of Authorized Agent

Date



Owner Permission Affidavit

Subject Property Address: 729 Main Street Stone Mtn. Ga 30083 ⁸³

Property Owner:

Name (Person, Firm, Corporation, or Agency): Roshonda Smith

Mailing Address: 729 Main Street Stone Mtn., Ga 30083

Phone: [REDACTED]

Email: [REDACTED]

Authorized Applicant:

Name (Person, Firm, Corporation, or Agency): Roshonda Smith

Mailing Address: 729 Main Street
Stone Mtn., Ga 30083

Phone: [REDACTED]

Email: [REDACTED]

I (Property owner/agent) am applying for, or I hereby give authority to the authorized applicant to file an application for the following address: 729 Main Street Stone Mtn., Ga 30083

Type of Application: COA

[Signature]
Property Owner's signature

Roshonda Smith
Property Owner's printed name

This instrument was signed before me on this date: _____

County: _____ Georgia Notary Signature: _____

Affix seal/stamp as close to signature as possible

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PROCEDURES FOR APPLYING

Application Requirements:

All applications must be complete and must include all required materials listed on the previous page to be considered for review. **Incomplete applications WILL NOT be reviewed by the Historic Preservation Commission.**

Application Deadline:

Applications are to be submitted to Stone Mountain City Hall by 12:00 noon, fourteen (14) days prior to the regular scheduled HPC meeting to be placed on that month's agenda. Should this day of the month fall on a weekend or holiday, applications are due the next business day by 12:00 noon. The HPC meets on the third Wednesday of each month at 6:30 p.m. at Stone Mountain City Hall, unless otherwise posted outside City Hall.

Application Representation:

The **applicant** or an **authorized representative** for the applicant shall be present at the public meeting to support the application. If neither is in attendance, the result will be the **denial** of the application.

Building Permit Requirements:

All building permits must be acquired from the governing authority prior to any work commencing. Building permits will not be issued without proof of an approved COA. Work must comply with all applicable codes.

Deadline for Project Completion:

A COA shall become void unless construction (foundation and framing) is commenced within **twelve (12) months** from the date of issuance. A COA is issued for a period of **eighteen (18) months** only and is not renewable.

Required Submittals:

Applicants are required to submit electronic applications or a copy of the required materials at City Hall.

DESIGN GUIDELINES

Copies of the *Stone Mountain Design Guidelines for Historic Preservation* are available at City Hall for a minimal fee. The HPC uses the United States Secretary of the Interior's Standards for Preservation, Rehabilitation, Restoration, and Reconstruction, and the *Design Guidelines* to guide all decisions. Past actions of the HPC may be considered in review of a COA, but the HPC is not bound to confer the same resolution on a similar application.

IMPORTANT NOTES

Pending Approvals:

Are there any approvals pending by any other regulatory or administrative authority, which may have a bearing on the modifications or improvements which are the subject of this application? If so, specify: _____

Penalties:

Failure to apply for a certificate of appropriateness shall warrant the applicant to be fined in the same manner as provided in Section 1-11 (Code 1976, § 1-1012 of the City of Stone Mountain).

Modifications or Amendments:

If modifications or amendments become necessary, such changes must be presented to and approved by the HPC prior to beginning work on any aspect of said modification or amendment.

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*******APPLICANT KEEPS THIS PAGE*******

PROCEDURES FOR APPLYING

Application Requirements:

All applications must be complete and must include all required materials listed on page two (2) of the application form to be considered for review. All materials should be in an 8½" x 11" format in addition to any large-scale format needed for detail. **Incomplete applications WILL NOT be reviewed by the Historic Preservation Commission.**

Pending Approvals:

If approvals are pending by other regulatory or administrative authorities, which may have a bearing on the modifications or improvements which are the subject of this application, please notify the HPC upon submittal of the COA application.

Application Deadline:

Applications are to be submitted to Stone Mountain City Hall by 12:00 noon, fourteen (14) days prior to the regular scheduled HPC meeting to be placed on that month's agenda. Should this day of the month fall on a weekend or holiday, applications are due the next business day by 12:00 noon. The HPC meets on the third Wednesday of each month at 6:30 p.m. at Stone Mountain City Hall, unless otherwise posted outside City Hall.

Application Representation:

The **applicant** or an **authorized representative** for the applicant shall be present at the public meeting to support the application. If neither is in attendance to answer any questions which may arise concerning the COA application, the result will be the **denial** of the application.

Building Permit Requirements:

All building permits must be acquired from the governing authority prior to any work commencing. Building permits will not be issued without proof of an approved COA. Work must comply with all applicable state and local codes.

Modifications or Amendments:

If modifications or amendments become necessary, such changes must be presented to and approved by the HPC prior to beginning work on any aspect of said modification or amendment.

Deadline for Project Completion:

A COA shall become void unless construction (foundation and framing) is commenced within **twelve (12) months** from the date of issuance. A COA is issued for a period of **eighteen (18) months** only and is not renewable.

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