



PLANNING & DEVELOPMENT SERVICES

Serving the Citizens of Albany and Dougherty County

240 Pine Avenue / P. O. Box 447 Albany, Georgia 31702-0447

Phone: 229-438-3900 FAX: 229-438-3965 OR 229-434-2687

Historic Preservation Commission **Certificate of Appropriateness &** **Demolition/Relocation** **Application Checklist**

For all applications, please include:

- Verification of Ownership
- List of proposed materials
- Photographs of property (including one photograph of each elevation that will be impacted)
- Plan showing existing landscape (plants, walls, etc)
- Plan showing changes to the landscape

For applications for material changes (additions, decks, new construction) please include:

- Existing Site Plan and Proposed Site Plan
- Existing Elevation and Proposed Elevation Plans (check all that will be impacted)
 - Front
 - Right Side
 - Left Side
 - Rear

Please note that plans submitted must include one (1) to scale set of plans and eight (8) sets of 8 1/2 x 11 plans.

For applications for demolition/relocation, please include:

- Cost estimate of rehabilitation of structure
- Statement of building condition-structure, health and safety, etc
- Future plans

Suggested Additional Materials:

- Floor Plan
- Roof Plan
- Samples of materials to be used
- Specifications
- Letters of support from the adjacent property owners
- Other _____