



# APPLICATION-CERTIFICATE OF APPROPRIATENESS

**Historic Preservation Commission**  
6920 Main Street  
Lithonia, GA 30058  
Phone 770-482-8136

Completed applications must be submitted, including required support materials, for any material change to a property within a historic district. Applications must be received by 5:00PM no later than 15 calendar days prior to the regular Historic Preservation Commission (HPC) meeting, which are held on the third Tuesday of each month at 6:00PM. Applications heard by the HPC must be approved or denied within 45 days of the filing of the application. Appeals to HPC decisions may be made to the Lithonia City Council. All applications are reviewed and processed according to the City of Lithonia Ordinance Section 5 and the HPC design standards. Building permits will not be issued without proof of a Certificate of Appropriateness.

Address of Property \_\_\_\_\_ Lithonia, GA 30058

Name of Applicant \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Name of Architect/Contractor \_\_\_\_\_

Phone (Architect/Contractor) \_\_\_\_\_ Email \_\_\_\_\_

Brief description of project (example: addition, siding replacement, fence, screen porch, etc.) \_\_\_\_\_

Does this project also require a variance?  Yes  No

### Type of project (check all that apply)

#### Construction

- New building
- Addition to building
- Accessory building
- Major building restoration
- Minor exterior change
- Other \_\_\_\_\_

#### Site changes

- Driveway, sidewalk
- Fence, wall
- Signage
- Demolition or relocation of building
- Healthy tree removal
- Other \

I hereby certify that the above and attached statements and documents are true to the best of my knowledge and belief.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

### HPC use only

Complete application received by \_\_\_\_\_ Date \_\_\_\_\_

# Application Checklist

## **For all applications the following materials are required:**

- List of Proposed Materials
- Photographs of Property (including one photograph of each elevation that will be impacted).

## **For applications for material changes (additions, decks, new construction, etc.) MUST ALSO include:**

- Existing Site Plan & Proposed New 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.***

## **Suggested Additional Materials:**

- Floor plan
- Roof plan
- Additional photographs showing properties to either side
- Samples of materials to be used
- Specifications
- Plan showing existing landscape
- Plan showing changes to the landscape
- Letters of support from the adjacent property owners
- Other \_\_\_\_\_

*The HPC will not consider incomplete applications. Copies of the Historic Preservation Ordinance and Design Standards are available at City Hall.*