



Application for Certificate of Appropriateness

Date Received \_\_\_\_\_ Application No.: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Applicant: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Phone(s): \_\_\_\_\_

Applicant's relationship to the owner: Owner \_\_\_\_\_ Architect: \_\_\_\_\_ Contractor/Builder \_\_\_\_\_

Other \_\_\_\_\_

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Owner(s): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Owner(s) Mailing Address: \_\_\_\_\_

Owner(s) Telephone Number: \_\_\_\_\_

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Approximate age or date of construction of the primary structure on the property and any secondary structures affected by this project: \_\_\_\_\_

Nature of work (check all that apply):

New construction  Demolition  Addition  Moving a building  Other building changes

New accessory building  Landscaping  Fence/Wall  Other environmental changes

Sign installation or replacement  Other

Description of Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form must be completed in its entirety before the Planning Department accepts it. The form must be accompanied by supporting documents (plans, material, color samples, photos, etc.). All documents submitted in hard copy must also be submitted in digital form (.pdf format). All relevant items from the application checklist must be addressed. An application which lacks any of the required attachments shall be determined incomplete and will not be accepted.

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

This checklist was created to help applicants prepare a complete application. Omissions and inaccurate information can lead to deferrals and/or denials of applications. Please review the checklist with the project's architect, designer, or builder. All items will not be applicable to all projects. New construction will involve all categories.

Please address questions regarding applicability to your project to the Assistant City Manager, Jeff Fisher at 770-599-3679 or [jfisher@senoia.com](mailto:jfisher@senoia.com). Applicants are also referred to the City of Senoia website, <https://www.senoia.com/documents>. Please bring completed application to Sharon Casey at city hall or if you would like, you may email it to her at [scasey@senoia.com](mailto:scasey@senoia.com). Her direct number is 770-328-3275.

I have reviewed the "Design Guidelines for the City of Senoia" Y N

I have reviewed applicable zoning codes regarding lot coverage, garage sizes, stream buffers Y N

### 1. General

- a. Label all drawings with the address of the site, owners' name, and contact phone number.
- b. Number all drawings.
- c. Include a graphic scale on reductions.
- d. Date all revisions.
- e. Indicate all unverified numbers with +/- signs
- e. Include photos of the existing condition of the property.

### 2. Site Plan (existing and proposed) to include

- a. Topographical plan with significant trees sized and located;
- b. Setback compared to adjacent houses (ask surveyor to show corners of adjacent houses);
- c. Distance between houses;
- d. Façade width to finished face of material;
- e. Grading and elevations across site;
- f. Dirt removal or regrading if more than 18";
- g. Tree protection plan;
- h. Tree removal and replacement plan

### 3. Driveways and Walkways

- a. Location and relationship to house;
- b. Width;
- c. Material;

d. Curb cut and apron width

#### 4. Fences & Retaining Walls

- a. Placement on lot;
- b. Height of fence or wall. If retaining wall, height on both sides;
- c. Material;
- d. Railing if necessary

#### 5. Elevations and Floor Plans <<Indicate all unverified numbers with +/- signs>>

- a. Plans for all floors (drawn to scale, 1/4"=1' preferred);
- b. House orientation on site plan;
- c. Scalable elevations for front, rear, left, right;
- d. Height, grade to ridge;
- e. Streetscape comparison showing heights of two flanking houses on each side;
- f. Height from grade to first floor level at all four corners;
- g. Height from grade or finished floor line to eaves at all four corners;
- h. Ceiling heights of each floor, indicating if rough or finished;
- i. Height of space between the ceiling and finished floor above;
- j. Two people of 5'-6" and 6' height shown;
- k. Landscaping plan

#### 6. Additions

- a. Placement shown on elevations and floor plan;
- b. Visibility from rights-of-way and paths;
- c. Photos of all facades;
- d. Design proportioned to main house;
- e. Landscaping plan;
- f. Materials and their combinations

#### 7. Roof Plan

- a. Shape and pitch of roof;
- b. Roofing material;

- c. Overhang;
- d. Louvers and vents;
- e. Chimney height and material

#### 8. Dormers

- a. Construction details provided;
- b. Shape and size of dormer (show dimensions on drawings);
- c. Overhang;
- d. Size of window(s), with nominal size of sash (show dimensions on drawings)

#### 9. Skylights

- a. Profile;
- b. Visibility from right-of-way;
- c. Material (plastic lens or glass);
- d. Shown in plan and elevation to scale

#### 10. Façade

- a. Consistency in style;
- b. Materials and their combinations
  - brick size and color
  - stone type and color
  - fiber-cement (e.g. Hardieplank) or wood siding
  - shake or shingle
  - other
- c. Height of foundation at corners;
- d. Ceiling heights comparable to area of influence: basement, first floor, second floor;
- e. Detailing: soldier course, brackets, fascia board; water table;
- f. Height from grade to roof ridge;
- g. Dimensions, proportions and placement of windows, doors

## 11. Entrance

- a. Height and width of door;
- b. Design of door (e.g. 6-panel, craftsman);
- c. Material of door;
- d. Overhang;
- e. Portico height;
- f. Size and height of columns or posts;
- g. Railing

## 12. Windows

- a. Consistent with original as well as the area of influence;
- b. Size and proportion similar to original;
- c. Pane orientation and size similar to original;
- d. Type (e.g. double hung, casement);
- e. Fenestration on walls visible from right-of-way;
- f. Simulated divided light (SDL) or true divided light (TDL): location of muntins between the glass, behind the glass or permanently affixed on exterior;
- g. Material of window and any cladding;
- h. Width of muntins compared to original (show dimensions on drawings);
- i. Shutters or canopies
- j. Dimensions of windows and doors.

## 13. Materials

- a. Show all materials and label them on drawings;
- b. Provide samples of brick or stone;
- c. Provide samples if new or unusual materials

14. Garages / Accessory Buildings

- a. Visibility from street;
- b. Placement on site;
- c. Scale, style appropriate for house;
- d. Show dimensions on drawings;
- e. Materials;
- f. Square footage appropriate for lot size;
- g. Garage door size and design
- h. Show height from grade to eaves and to top of roof

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Applicant Signature

Date



# City of Senovia Simple Structures Selection Form for The Historical Preservation Committee

This form is to be used for submission for approval from the Historical Preservation Committee (HPC) for the City of Senovia, Georgia. This form is for simple structures when the applicant (Homeowner) has no drawings to be attached to their Certificate of Compliance (COA) which is required for all structures New or Additions within the Historic District of Senovia. This information will provide the HPC with a more accurate picture of your intentions as the Homeowner.

A simple structure will be defined for the purpose of this form as a three sided structure that will be attached to an existing residence within the Historic District of Senovia, Georgia. The Structure may be enclosed such as a Sunroom, or open such as a Porch. These simple structures may have a roof or may be an open deck.

More Complex Structures will require submittal of prepared drawings by the Homeowner. A Complex Structure will be defined as one having any one or more of the following: More than Three Sides, Multiple Roof Lines, Angles to the Existing Residence a Free Standing Structure or similar requirements.

On the following sheets please find drawings/descriptions/notes that present examples of Simple Structures. Please select a drawing/description/notes that best represents your intended project. You must indicate the materials as noted within. If the space allowed does not provide enough room for a description of materials or not indicated, please attach notes, drawings, pictures, etc. that will represent your intended addition.

Please note that these drawings are for use by the HPC and are not intended for use as detailed/working drawings for building permits etc.

Address of Residence to be Altered: \_\_\_\_\_

Name of Homeowner/Applicant: \_\_\_\_\_

Signature of Homeowner/Applicant: \_\_\_\_\_

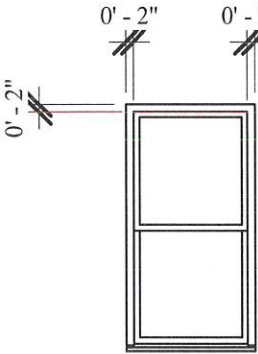
Please Initial Each Sheet Where Indicated

Accepted By HPC: \_\_\_\_\_ Date: \_\_\_\_\_

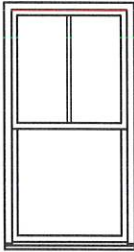
Signature of Chairperson HPC

# Window Type Selection Sheet

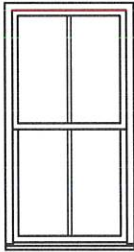
2" Minimum Window Trim All Windows



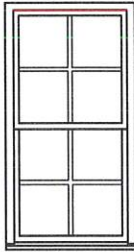
1 Over 1



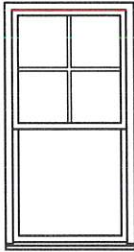
2 Over 1



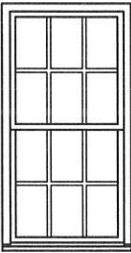
2 Over 2



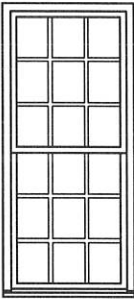
4 Over 4



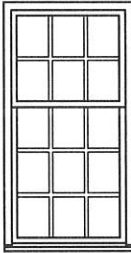
4 Over 1



6 Over 6



9 Over 9



1/3 Over 2/3

Other: Please Draw Proposed Pattern/Type

## Typical Window Styles

Please check the box below the Typical Window Style window that most closely resembles the majority of the windows in your existing home.

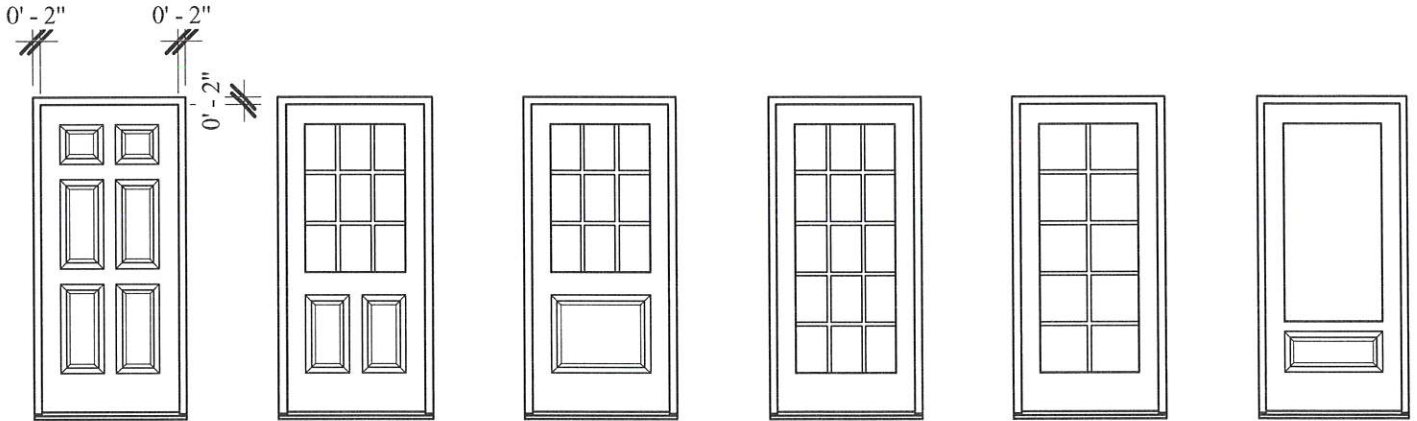
If there is no style that resembles the majority of windows in your existing home please attach a picture (may be from a brochure or magazine) that is representative of that majority style and/or the window that you propose to use.

Initial of Applicant: \_\_\_\_\_



# Door Type Selection Sheet

2" Minimum Door  
Trim All Doors



6 Panel

9 Lite  
over  
2 Panel

9 Lite  
over  
1 Panel

15 Lite

10 Lite

Custom Lite  
Pattern: Please  
Draw or Attach  
Picture







## Typical Door Styles

Please check the box below the Typical Door Style door that most closely resembles the majority of the exterior doors in your existing home.

If there is no style that resembles the majority of doors in your existing home please attach a picture (may be from a brochure or magazine) that is representative of that majority style and/or the door that you propose to use.

Initial of Applicant: \_\_\_\_\_

# Material Descriptions

Please check the box next to the material that best describes the area referred:

## Finish material:

### Exterior Finish:

#### Siding Scale:

- To Match Existing
- New Exposure: Height of Boards: \_\_\_\_\_ In Inches

#### Siding Material:

- Wood.
- Cement Based Siding.
- Brick to Match Existing
- Other (Describe): \_\_\_\_\_

### Roofing:

- Shingle to Match Existing.
- New Shingle (Entire Roof New and Existing)
- Seamed Metal Roof:
  - Standing Seam
  - Flat Seam
  - Five "V"
  - Other (Describe): \_\_\_\_\_

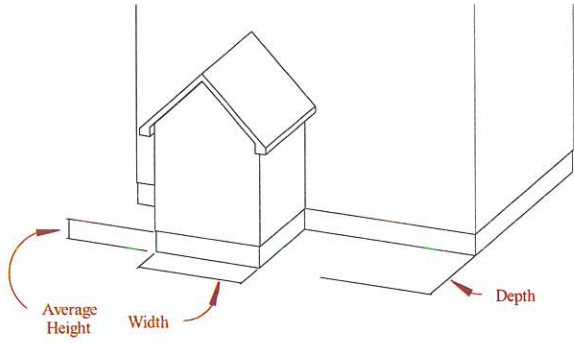
Trim: To Match Existing: If trim will be different Please describe: \_\_\_\_\_

Railing: To Match Existing: If Railing will be different Please describe: \_\_\_\_\_

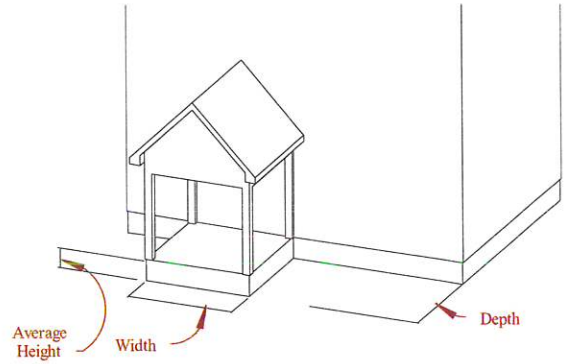
Step Material: \_\_\_\_\_

Foundation Material: Match Existing: If Material will be different Please Describe: \_\_\_\_\_

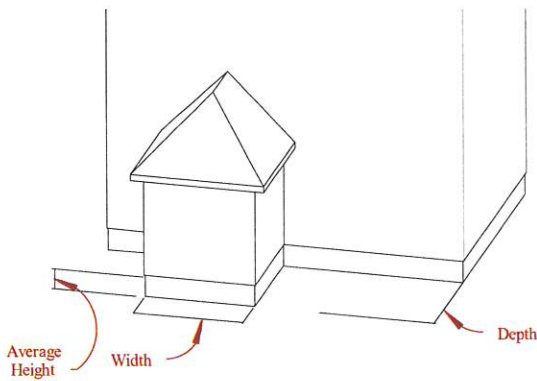
# Addition Type Selection Sheet



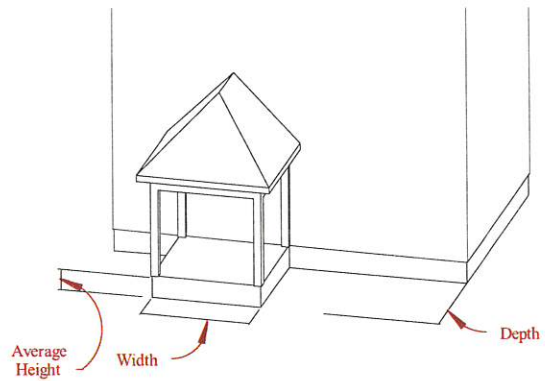
Gable Roof Addition



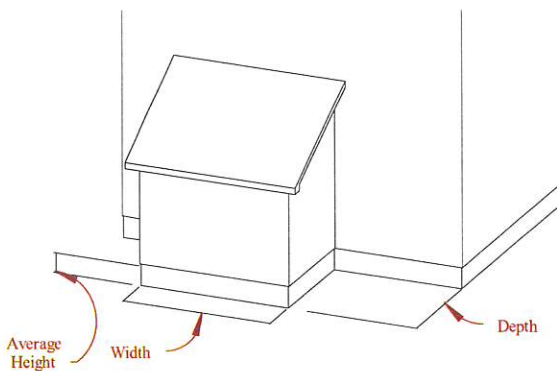
Gable Roof Porch Addition



Hip Roof Addition

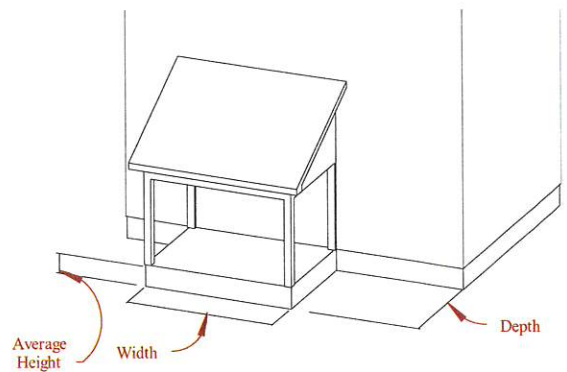


Hip Roof Porch Addition



Shed Roof Addition

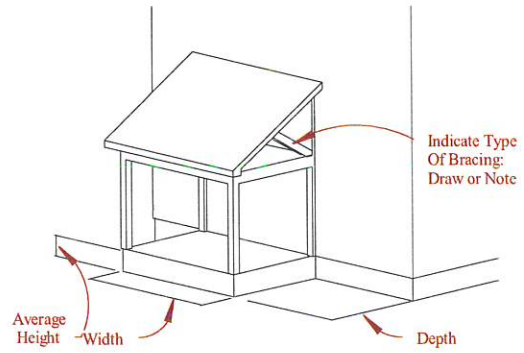
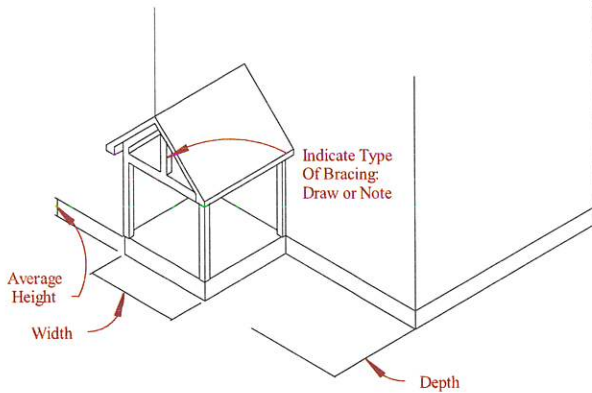
Please check the box next to the addition that most closely resembles the addition to your existing home.



Shed Roof Porch Addition

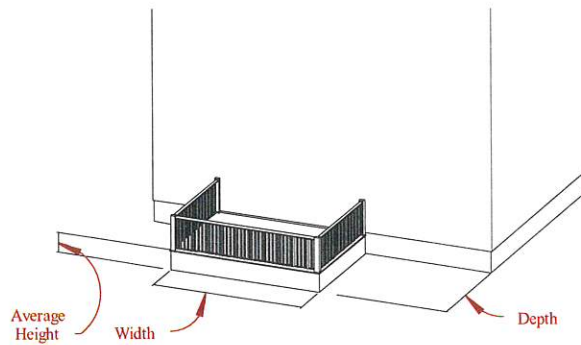
Initial of Applicant: \_\_\_\_\_

# Addition Type Selection Sheet



Gable Roof Open  
End Gable Addition

Shed Roof Open  
End Gable Addition



Deck Addition

Indicate Where Steps (if Applicable) Will Be Located

Please check the box next to the addition that most closely resembles the addition to your existing home.

Initial of Applicant: \_\_\_\_\_

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