



**CITY OF GAINESVILLE
APPLICATION CHECKLIST
DESIGNATION REQUEST FOR AN INDIVIDUAL LANDMARK**

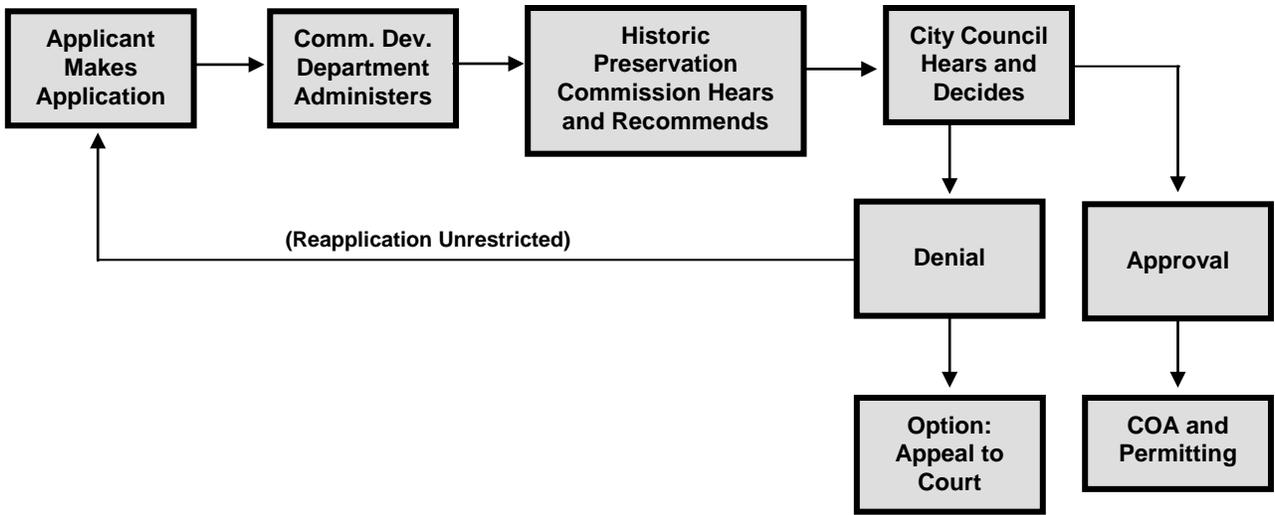
General Information:

- _____ Pre-conference with Community Development Department Staff
- _____ Application Form (completed, with Owner Authorization form(s) signed)
- _____ Scheduled Appointment with Community Development Department Staff to Submit Complete Application

Supporting Documents Required for Submittal:

- _____ **Boundary Survey/Plat:**
Prepared by a registered land surveyor – depicting at a minimum the property boundary lines, all existing structures, minimum building setback lines, right-of-way and other streets, street names, utility lines and easements, wells, and all other man-made and natural features located on site.
- _____ **Legal Description with metes and bounds corresponding with boundary survey/plat (electronic copy in Word format)**
- _____ **Copy of recorded deed showing current owner(s)**
- _____ **List of current occupants (residents and/or businesses), including name and mailing address**
- _____ **Written Statements (page 4 of this application packet):**
(Statements can be typed or written on form, or typed on separate sheet. Additional sheets may be attached.)
 - _____ **1. Statement of Significance:**
Briefly describe the historic, architectural, and/or cultural significance of the proposed landmark. Define why the landmark is important to the community. Does the landmark represent one or more periods, styles or types of architecture typical of one or more eras in history? Does the landmark exhibit a significant historical, architectural, cultural or environmental character and/or value to the community?
 - _____ **2. Description of Proposed Individual Landmark:**
Describe the historical, architectural, cultural or aesthetic character of the site – summarizing the character-defining features as a whole. Describe the location and setting, including physical context and relationship to the neighborhood. Describe the structure's shape, building materials, and exterior features – specifying the design or pattern of decorative ornament and the arrangement of architectural elements. Describe other features on the site such as outbuildings, decorative fences, fountains or landscape treatments that may add to the significance or historic character. Describe additions/alterations and non-historic features.
 - _____ **3. History of Proposed Individual Landmark:**
Describe the history of the landmark and its associations with important persons, groups, events, or historical trends; and explain the importance of such persons or events to local, regional, or national history. Identify and discuss the period of significance. Provide details about the circumstances of construction.
 - _____ **4. Statement of Justification:**
Identify which of the designation criteria the landmark demonstrates, and provide a statement of how the site meets said criteria. Justify the boundary of the proposed landmark, including any reference to National Register listing if applicable. Do the boundaries follow the property lines, streets, streams and/or other like boundaries? Do the boundaries follow those of a National Register landmark listing?
- _____ **Photographs:**
 - 1. Provide **one** clear set of 4x6 sized recent photographs and one CD with digital images (unless included in one of the phases of the Historic Resources Structural Survey).
 - 2. Photographs can be black and white **or** color. **Polaroids will NOT be accepted.**
 - 3. Photographs should provide a comprehensive visual representation of the proposed landmark and depict the environmental surroundings. At a minimum, provide photographs of all buildings and other structures depicting all sides; and photos of the site as a whole to show the setting.
 - 4. Photographs must be labeled with: common or historic name, site address, photographer's name, date of photo, and view/direction (e.g. the front façade or south elevation).
- _____ **Other:** (e.g. historic photographs; interview notes; etc.) _____

Overview of Designation Process





CITY OF GAINESVILLE
 APPLICATION FOR HISTORIC PRESERVATION ACTIONS
DESIGNATION REQUEST FOR AN INDIVIDUAL LANDMARK

FOR STAFF USE ONLY:

Date Complete Application Filed: _____	Tentative City Council Meeting Date(s)
	First Reading _____
Historic Preservation Commission Meeting: _____	Second Reading _____
Application Taken By: _____	Date: _____

**Attach the name, address, phone number and email of additional contact person(s) or preparer.
 Attach the name, address, phone number, email and signature of additional property owners.**

Applicant

Name	
Address	
City/State/Zip	
Phone	
Fax	
Email	
Status (owner, resident, etc.)	

Property Owner

Name	
Address	
City/State/Zip	
Phone	
Fax	
Email	

General Information (Attach additional sheets if necessary)

Common Name(s):			
Historic Name(s):			
Location/Address:			
Tax Parcel Number:		Ward No:	
Period of Significance:		Size:	
Present Use(s):			
Historic Use(s):			
Number and Type (residential or commercial building, accessory structures, etc.) of Existing Structure(s):			

Historical and Architectural Information (Attach additional sheets if necessary)

Construction Date:			
Architectural Style:		Building Type:	
Structure Been Moved:	Yes	No	Unknown
	From where: _____		
Structure Altered:	Source: _____		
	Yes	No	Unknown
	Source: _____		
Describe (when and by whom): _____			

Supporting Documents Required for Submittal (Review the attached document checklist)

	Boundary survey/plat
	Legal description with metes and bounds describing the physical boundary of the site
	Copy of recorded deed showing current owner
	List of current occupants (residents and/or businesses) and mailing addresses
	Photographs of all buildings and other structures, and entire site with labels as per Section 9-23-2-3(a)(5)
	Written statements (page 6 of this application)

Provide copies of pertinent sources of information, including a summary of interviews. In researching the history of the property(ies), check records at the local library, church, tax assessor’s office, historical society and county courthouse. Interviews with local historians may also yield information. Label all published sources with the author’s name, name of the publisher, date and place of publication, and page number(s). In the case of unpublished manuscripts, provide the author’s name as well as the name and page number(s) of the particular document.

Applicant Certification: *By signing, the undersigned certifies that he/she has read and understands the submittal requirements outlined; and that he/she understands that omission of any listed item may cause delay in processing the application; and that **an application will not be scheduled for public hearing until said application is signed and dated by Staff as complete.** I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge. Further, I (We), the undersigned, fully acknowledge and understand the effect of local historic designation and **the necessity of obtaining a Certificate of Appropriateness for any material changes to the exterior appearance of a site or structure.***

Applicant(s)	_____	Date	_____
Signature	_____	Date	_____
Preparer	_____	Date	_____

Application WITHDRAWAL Notification: *I (We) hereby withdraw the above application.*

Signature	_____	Date	_____
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CITY OF GAINESVILLE
APPLICATION FOR HISTORIC DESIGNATION

AUTHORIZATION OF PROPERTY OWNER

For **an individual site with multiple property owners**, please duplicate this form and have each property owner complete his/her portion and provide a notarized signature. Attach each authorization form with the application. Although not required by law, it is strongly encouraged that owner authorization to file this application is obtained.

I swear that I am the owner of the property which is the subject matter of this application, as shown in the records of Hall County, Georgia. I, the undersigned, am aware that my signature grants permission to the Gainesville Historic Preservation Commission, City Council, and Community Development Department Staff to visit my property during the review of this designation request.

OWNER INFORMATION CERTIFICATION

Name of Owner _____
Owner's Address _____
Owner's Phone No. _____
Signature of Owner _____

NOTE: The following section is not required if the owner and the applicant are the same.

I (We) authorize the person named below to act as the applicant in the pursuit of historic designation of my (our) property or properties.

APPLICANT INFORMATION CERTIFICATION

Name of Applicant _____
Applicant's Address _____
Applicant's Phone No. _____
Signature of Applicant _____

NOTARY PUBLIC CERTIFICATION

Personally appeared before me

Applicant's Signature

who swears that the information contained in this authorization is true and correct to the best of his or her knowledge and belief.

Notary Public

Date

CITY OF GAINESVILLE
APPLICATION FOR HISTORIC DESIGNATION

WRITTEN STATEMENTS

Please address the following in regards to this request. Refer to the application instructions for detailed directions on how to answer the following questions. Attach additional sheet, if necessary.

1) Statement of Significance: Briefly describe the historic, architectural, and/or cultural significance of the individual site(s). Define why the site is important to the community and how it fits into the surrounding area.

2) Description of the Proposed District or Individual Site(s): Describe the site/structure and its surroundings. The description should address the style, construction, interior design, landscaping and surroundings; where appropriate. Briefly describe the exterior character of the structure(s) – including as much of the following information as possible: exterior materials, roof type and materials, number of chimneys and materials; number of porches, location and materials; and number and type of windows.

3) History of the Proposed District or Individual Site(s): Briefly outline the history of the site/structure, defining how it is associated with important persons, significant events or patterns of history.

4) Statement of Justification: Justify the boundary of the individual site, including any reference to National Register boundary if applicable. Identify and discuss which of the criteria outlined in Section 9-23-2-6(b)(1) of the Gainesville Unified Land Development Code is satisfied.

CITY OF GAINESVILLE
APPLICATION FOR HISTORIC DESIGNATION

PUBLIC NOTICE REQUIREMENTS

NOTE: This form is to be given to the applicant after it has been read and the *Applicant's Certification* section of Page 2 of this application has been signed.

City of Gainesville Unified Land Development Code Section 9-23-2-4 requires public notice be given on all designation applications as follows:

1. A **legal advertisement** shall be published at least three times in the local newspaper no less than ten (10) days and no more than twenty (20) days prior to the date of each public hearing. (This requirement is performed by the Community Development Department staff.)
 2. A **written notice** of the public hearing shall be sent via United States Mail to the last-known property owner and current occupant of the property no less than ten (10) days and no more than twenty (20) days prior to the public hearing. (This requirement is performed by the Community Development Department staff.)
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CITY OF GAINESVILLE
APPLICATION FOR HISTORIC DESIGNATION

REQUIREMENTS FOR CERTIFICATE OF APPROPRIATENESS AND
MAINTENANCE OF HISTORIC PROPERTIES

City of Gainesville Unified Land Development Code Section 9-8-8-7 requires that a Certificate of Appropriateness be obtained from the Gainesville Historic Preservation Commission, or the Community Development Department Director for minor work projects, prior to obtaining a permit for altering the exterior appearance of any structure located within a local historic district or located upon a site that has been locally designated as historic.

1. An application for a Certificate of Appropriateness and all required supporting documents must be filed with the Community Development Department prior to the stated submission deadline date.
2. The Gainesville Historic Preservation Commission shall hold a public hearing on said application for Certificate of Appropriateness within forty-five (45) days of receipt of a complete application, as determined by the Community Development Department staff. Following the public hearing, the Commission shall approve the request as proposed, approve it with modifications, or deny the request. Failure of the Commission to hold a public hearing and act upon the request within the said forty-five (45) days shall constitute approval of the Certificate of Appropriateness. A Certificate of Appropriateness, if granted, shall expire unless construction is commenced within six (6) months of the date of issuance. A Certificate of Appropriateness shall be issued for a period of eighteen (18) months and is renewable upon a showing of cause. If the Commission denies the request for a Certificate of Appropriateness, no building permit shall be issued in those cases in which a material change would require the issuance of a building permit.
3. Any person adversely affected by any determination made by the Commission relative to the issuance or denial of a Certificate of Appropriateness may appeal such determination to City Council. The City Council may approve, modify or deny the determination made by the Commission if City Council finds that the determination is unfounded by the provisions of this Ordinance and are contrary to applicable law. Any such application shall include the reasons why the determination or decision is unsupported by the provisions of the Ordinance and are contrary to applicable law. Any such appeal must be filed within fifteen (15) days after notification is sent of the determination. Appeals of a decision of the City Council may be taken to a court of competent jurisdiction in the manner provided by law.

City of Gainesville Unified Land Development Code Section 9-8-8-8 discusses ordinary maintenance of historic properties, whether individually designated as such or located within a local historic district. In said Section and in Section 9-8-8-9, provisions for failure to provide ordinary maintenance and undue hardship are addressed.