

**CITY OF ACWORTH HISTORIC PRESERVATION COMMISSION  
CHECKLIST OF SUBMITTAL CRITERIA FOR  
CERTIFICATE OF APPROPRIATENESS**

- Determine whether the change to be made is a *material change*.

**Material Change includes:**

- ◆ Reconstruction or alteration of exterior architectural features, including the size, shape or façade of an historic property.
- ◆ Erection, alteration, restoration, relocation or removal of any building or structure, including walls, fences, steps and pavement.
- ◆ Erection, alteration, restoration, relocation or removal of exterior environmental features, including all aspects of the landscape which affect the historic character of the property.
- ◆ Excavation.
- ◆ New construction within a district's boundaries.

**Material Change does not include:**

- ◆ Exterior paint colors.
- ◆ Interior alterations having no effect on exterior architectural features.
- ◆ Interior use.
- ◆ Ordinary maintenance, repair or painting to correct deterioration, decay or damage, or to sustain the existing form.

- Review the Secretary of Interior's Standards for Rehabilitation.
- Take photographs of existing condition of the building.
- Formulate specifications outlining the scope of work and building materials to be used.
- Formulate plans to scale of the proposed improvement or change in structural appearance.
- Obtain proposed material samples.
- If a structure is to be demolished or relocated, formulate post-demolition or relocation plans for the site.
- Complete the Application for Certificate of Appropriateness and prepare attachments of photos and plans. Material samples are highly encouraged.

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**Checklist of Submittal Criteria for Certificate of Appropriateness**  
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- Return 9 copies of completed application form (excluding models, material and color samples, and photos where one (1) is sufficient) to the Historic Preservation Liaison in the DDA Office at 4367 Senator Russell Square by the third Tuesday of the month for review at the HPC's regular business meeting held on the first Tuesday of the following month. This timeframe allows the HPC to notify owners and occupants of any property likely to be affected by the application of their right to be heard. As an alternative to its regularly scheduled meeting, the HPC may schedule a Public Hearing of the matter.
- Applicant will be notified of date and time of the HPC meeting or Public Hearing at which the application will be reviewed. Applicant must attend the meeting or Public Hearing.
- The HPC shall approve or reject an Application within forty-five (45) days of its receipt. Within three (3) days of its decision, the HPC shall notify the City Building Inspector, City Clerk, City Manager, City Attorney, City Planning and Zoning Consultant, the Mayor and Board of Aldermen, the Acworth Society for Historic Preservation, the Historic Preservation Division of the Georgia Department of Natural Resources, and the applicant of its decision.
- If the HPC rejects an application, it shall state the reasons therefor and shall transmit a record of its actions and reasons in writing to the applicant. The HPC may suggest alternative courses of action. The applicant may make modifications to the plans and resubmit the application at any time. The Applicant may request that the HPC consider unusual circumstances and cases of undue hardship.
- In cases where the application covers a material change that would require the issuance of a building permit, the rejection of the application shall be binding upon the Building Inspector.
- If the HPC approves an application for a material change that would require the issuance of a building permit, it is the applicant's responsibility to secure the necessary permits from the Building Department at City Hall before any work can begin.
- Upon approval of an application, the HPC shall issue a Certificate of Appropriateness.
- A Certificate of Appropriateness shall become void unless construction is commenced within six (6) months of issuance. Certificates of Appropriateness shall be issued for a period of eighteen (18) months and are renewable.
- Appeals may be made to the Mayor and Board of Aldermen within fifteen (15) days of the HPC determination. Appeals from decisions of the Mayor and Board of Aldermen may be made to the Superior Court of Cobb County.
- If you have any questions, please contact Historic Preservation Planner Michael Wyatt at (678) 801-4037.**