

Section III: Materials Submitted with Application

The following first 5 (five) items are **REQUIRED** for all Types of work:

1. Photos of the Front of the House and at least two views showing Existing Conditions
2. Scaled Site Plan
3. Scaled Detail Drawings of affected feature(s) or Photos of a similar existing feature(s) with dimensions noted
4. Samples of Materials to be used
5. Photos showing relationship of site to adjacent properties

The following Item is required for Demolitions:

6. Letter from the Historic Columbus Foundation at (706) 322.0756.

Notes:

* Photos submitted must be clearly focused originals taken from a distance that will allow necessary details to be seen. Photos must be mounted on paper or appropriately labeled.

* Drawings and other paperwork submitted must be no larger than 11" x 17". Applicants who wish to submit drawings/photos larger than that must include 15 sets with this application.

Section IV: Application Fee

The BHAR fee schedule can be found below. All fees must be paid with cash, check/money order, or credit card. If the fee is paid by check or money order, please make it *payable to the Columbus Consolidated Government*.

Notes: *The fee shall not be refundable after the application has been submitted. No application will be processed until all items on the form have been completed to the satisfaction of the Columbus Consolidated Government Planning Department.*

Fee Schedule:

Certificate of Appropriateness Application Fee	\$ 25.00
Demolition Permit Submission Fee	\$ 50.00
Staff Approval Request Fee (<i>see Design Guidelines Pg. 2-3 for more information</i>)	\$ 10.00

I certify that, to the best of my knowledge and belief, all information and materials supplied with this application is correct. No other work beyond what is described above is proposed to be undertaken at the described address and no work other than what is approved by the Board of Historic and Architectural Review (BHAR) and listed in the Certificate of Appropriateness shall be undertaken without further consultation with the BHAR Secretary.

Signature of Applicant

Date Submitted

Signature of BHAR Secretary

Date Received

Present this application to the following address including all required information and pay the fees before the application deadline:

Columbus Planning Department
Annex Building
420 10th Street Columbus, GA 31902

For questions please call Lynda Temples at 706-225-3938 or ltemples@columbusga.org. You can also visit the BHAR website at www.columbusga.org/planning/Historic-Preservation/BHAR