



**CITY OF CORDELE**  
**Planning and Community Development Department**  
**501 North 7<sup>th</sup> Street, Cordele, GA 31010**  
**Office: 229-276-2915**

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

**\*Applicant:** \_\_\_\_\_ **Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**\*Note:** If the applicant is not the owner, a Certificate of Appropriateness notarized Property Owner(s) Authorization Form must be included with the application.

**Property Address:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

The Design Guidelines contain detailed information for the most commonly proposed changes. Copies are available at the Planning and Community Development Office, Room 245, Cordele City Hall, 501 North 7<sup>th</sup> Street, Cordele, GA 31010, Phone: 229-276-2915.

**TYPE OF PROJECT (check all that apply):**

**Construction:**

- ☐ New Building
- ☐ Addition
- ☐ Major Restoration, Rehabilitation, or Remodeling
- ☐ Minor Exterior Change

**Site Changes:**

- ☐ Parking, Driveways, or Walkways
- ☐ Fence, Wall, or Landscaping
- ☐ Mechanical System or Non-Temporary Structures
- ☐ Sign
- ☐ Demolition or Relocation of Buildings

Applicant must describe the proposed project (attach additional sheets if necessary). The description should include proposed materials. Divide the description if the proposed scope of work will involve more than one type of project. (Example: 1. Addition of storage; and 2. Installation of sign)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-Over-



**CITY OF CORDELE**  
**Planning and Community Development Department**  
**501 North 7<sup>th</sup> Street, Cordele, GA 31010**  
**Office: 229-276-2915**

**APPLICATION CHECKLIST**

An application requires support materials to be provided to the Cordele Historic Preservation Commission. Check the list below for which materials may be necessary for design review of a particular project.

**NEW BUILDINGS OR NEW ADDITIONS:**

- ☐ Site Plan ☐ Architectural Elevations ☐ Floor Plan ☐ Landscape Plan ☐ Description of Materials ☐ Photographs of Site and Area
- ☐ Architectural Elevations or Sketches ☐ Description of Proposed Changes ☐ Description of Materials
- ☐ Photographs of Existing Building and Area ☐ Documentation of Earlier Historic Appearance for Restoration Only

**MINOR EXTERIOR CHANGES:**

- ☐ Description of Proposed Changes ☐ Description of Materials ☐ Photographs of Existing Building and Area

**SITE CHANGES - PARKING AREAS, DRIVEWAYS OR WALKWAYS:**

- ☐ Site Plan or Sketches of Site ☐ Description of Materials ☐ Photographs of Site and Area

**SITE CHANGES - FENCE, WALL, OR MECHANICAL SYSTEM**

- ☐ Site Plan or Sketches of Site ☐ Architectural Elevations or Sketches ☐ Description of Materials ☐ Photographs of Site and Area

- SITE CHANGES - SIGN:**☐ Approved Sign Application ☐ Site Plan or Sketches of Site ☐ Description of Materials and Illumination ☐ Photographs of Site and Area

An application must be submitted no later than fourteen (45) consecutive calendar days prior to any 3rd Wednesday of the month to be considered at the regular meeting of the CHPC. A decision of the CHPC will be made within thirty (30) days from the date of the regular meeting at which the application is considered.

An approved Application 1) becomes null and void if authorized work or construction is not commenced within six (6) months of its approval. The HPC shall be applicable for a period of twenty-four (24) months from date of approval. An incomplete Application will not be forwarded to the CHPC for consideration.

In consideration of the CHPC and the City of Cordele's review of this Application, the Applicant hereby agrees to hold the CHPC and the City of Cordele, its agents, and employees harmless against and all claims, damages, and liabilities arising from or related to this Application or any issuance of a CP hereunder.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

-Over-



**CITY OF CORDELE**  
**Planning and Community Development Department**  
**501 North 7<sup>th</sup> Street, Cordele, GA 31010**  
**Office: 229-276-2915**

**Certificate of Appropriateness**

After consideration of this application and review of the attachments, the CHPC finds the proposed changes to this property to be (appropriate) (inappropriate) to maintain the aesthetic, historic, and architectural significance

of the \_\_\_\_\_ Local Historic District, Cordele, Georgia.

The CHPC recommends the following modifications to the proposed project \_\_\_\_\_

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

**CORDELE HISTORIC PRESERVATION COMMISSION Action:** (APPROVED) (MODIFIED) (DENIED)

\_\_\_\_\_ Date: \_\_\_\_\_

Chair, CHPC

\_\_\_\_\_ Date: \_\_\_\_\_

Secretary, CHPC

**DECISION OF CHPC appealed to City Commission:** ( ) Yes ( ) No

Final Disposition \_\_\_\_\_

\_\_\_\_\_

**Note: Any appeal must be made to the Cordele City Commission within sixty (60) days after the action of the CHPC.**

cc: Codes Department, City of Cordele

-Over-



---

Historic Preservation Commission Application  
**PROPERTY OWNER(S) AUTHORIZATION FORM**

I \_\_\_\_\_ swear and affirm that I am the owner of the property at  
(Property Owner's Name)

\_\_\_\_\_, as shown on the Tax  
(Property Address and Parcel Number)

Map And/or deed records of City of Cordele, Georgia.

I hereby authorize \_\_\_\_\_ to act as the applicant or agent in pursuit of  
(Applicant Name)

the development requested on this property.

\_\_\_\_\_  
(Signature of Property Owner)

Personally appeared before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

My Commission expires on \_\_\_\_\_

\_\_\_\_\_  
Notary Signature/Seal

\_\_\_\_\_  
Date