



City of Brunswick
Planning, Development, & Codes Department
601 Gloucester Street
Brunswick, Georgia, 31520

CERTIFICATE OF APPROPRIATENESS

Please take care to insure that the information for each checkbox below is sufficiently provided. **The City of Brunswick does not accept incomplete applications.**

Applications must be submitted to the Planning, Development, & Codes Department no later than 20 days prior to the regularly scheduled meeting of the Planning and Appeals Commission. The PAC meets the second Wednesday of each month.

- Completed Application
- Survey/Lot Inspection Report/Site Plan with clearly marked property lines and setbacks
- Proof of property ownership OR proof of legal authorization from property owner
- Drawings/photographs of proposed changes and area of the property/structure
- List of proposed materials (sample materials may be requested)

The Planning, Development & Codes Department highly recommends arranging a meeting with staff prior to the submission of an application. Should you have questions or wish to arrange a meeting please contact the Historic Preservation Office at (912) 267-5527.



CITY OF BRUNSWICK, GEORGIA
**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
 & MATERIAL CHANGES TO EXTERIOR FEATURES**
 Brunswick Historic Preservation Board

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1. Name of Applicant: _____ Date: _____

You or your representative must be present at the meeting of the Board to answer questions that may arise. You will be notified of the time, date, and location of the meeting.

Mailing Address: _____ Zip Code: _____

Daytime Telephone: _____

E-mail Address: _____

Relationship of Applicant to Property: () Owner () Architect () Contractor
 () Other (Specify) _____

2. Address and Legal Description of Property: _____

Year Built: _____ Historic Designation: () Historic (more than 50 years old and contributing)
 Era: _____ () Historic-obscured (50 years old but not contributing)
 () Non-historic (less than 50 years old, yet not detracting)
 () Intrusions (any aged structure, which detracts)
 () Vacant

3. Proposed Work:

- | | |
|-----------------------------------------------------------------------------------------|----------------------------------------|
| () New Construction | () New Signage |
| () Demolition | () Parking Lot, Driveway or Walkway |
| () Relocation | () Outbuilding or Accessory Structure |
| () Excavation | () Lighting Fixtures |
| () Fencing or landscaping | () Other |
| () Reconstruction or alteration of the size, shape or façade of an existing structure. | |
| () A change in the location or extent of signage. | |

Please describe your proposed work as simply and accurately as possible. Be sure to indicate materials to be used, it is recommended you provide material samples. Accurate to-scale drawings and photographs required are to be attached. A location map is required to be attached to this application.

IMPORTANT: This form must be completed before the Brunswick Historic Preservation Board can consider approval of any change affecting the appearance of any building, or property within the Historic District. This form, along with supporting documents, must be filed with the Historic Preservation Officer, 601 Gloucester Street at least 15 days prior to the regularly scheduled Board meeting. The Historic Preservation Board meets the first Monday of each month at 6:00 PM in at Old City Hall, 1229 Newcastle St. unless otherwise advertised.



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All applicable items from the attached checklist must be addressed. Incomplete applications will not be accepted or docketed for consideration by the Historic Preservation Board.

For additional help of information, contact the Historic Preservation Officer at (912) 267-5527

SIGNATURE OF APPLICANT:

Staff Comments: _____

**CITY OF BRUNSWICK
 CERTIFICATE OF APPROPRIATENESS
 Brunswick Historic Preservation Board**

A Certificate of Appropriateness is hereby issued to: _____

For the following actions: _____

at _____

provided the following conditions are met: _____

SIGNATURE:

Chairperson, Historic Preservation Board

DATE: _____