

## SUBMITTAL CRITERIA

Criteria listed below comprise the proposed material necessary for review. It should be pointed out that it is in the interest of the applicant and the Cobb County Historic Preservation Commission, that a clear descriptive submittal be received. Therefore, any data exceeding the listed criteria that would further explain the application should be included to expedite the review. Insufficient information will result in a delay in docketing the application for review. Contact the Historic Preservation Planner if there are questions regarding the applicability of certain criteria or if a proposal is adequate in providing the necessary information.

1. Remodeling and Addition:

- a. Elevation drawing indicating proposed alterations. Minimum scale:  $\frac{1}{4}'' = 1'0''$ . Architectural rendering preferred.
- b. Exterior material description including door and window design. Include manufacturers catalog data if applicable.
- c. Site plan showing dimensions of lot and location of existing building on lot, location of additions, dimensions of existing structure and additions. (Show use of addition and location of windows and doors if applicable.)
- d. Photographs of existing conditions from all elevations.
- e. Historic photographs, if available, should accompany any request to return a structure to an earlier historic appearance.

2. Changes in Materials:

- a. Written description of areas involved.
- b. Color photographs of areas involved and surrounding structures if applicable.
- c. Sample and/or photograph(s) of proposed materials involved.

3. Fences:

- a. Site plan, map, survey, or aerial photograph showing location of fence.
- b. Sketch or photograph showing design of fence, material, and height.
- c. Photograph of area to be fenced and adjacent structure.

4. Awnings:

- a. Photo of elevation on which awning is to be placed.
- b. Photograph(s) or drawing(s) indicating material, color and method of attachment. Include a front and side view. Indicate how awning impacts any existing architectural features.

5. Demolition:

- a. Document that a building classified as historic is incapable of earning an economic return on its value, as appraised by a qualified real estate appraiser.
- b. If the reason for demolition is condition of the structure, provide documentation detailing the poor condition and the inability to make repairs

6. Relocation:
  - a. Photograph(s) of existing structure on existing site.
  - b. Photograph(s) of proposed site and map of location.
  - c. Reasons for request to move structure.
  
7. Parking Areas:
  - a. Site plan showing layout – number of spaces, dimensions, location of screening.
  - b. Indicate height, design and materials of walls and fences; indicate type of vegetation. Include material samples if applicable.
  - c. Surface material.
  
8. New Buildings:
  - a. Elevation drawings, minimum scale: ¼" = 1'0", showing all sides and dimensions. Elevation drawings in scale showing relationship to immediately adjacent properties.
  - b. Photograph(s) of proposed site and adjoining properties.
  - c. Site plan showing building foot print, including any proposed outbuildings, and location of off-street parking. Include number of spaces, surface material, screening and all other information required under Parking Areas.
  - d. Floor plan showing setbacks and other exterior features such as steps, door swings, windows.
  - e. Material list including door and window styles, with texture samples and/or photographs of proposed materials.
  - f. If proposed building is an outbuilding or accessory structure only, provide drawing and/or sample photograph, location, and detailed description of structure.
  
9. Change in Exterior Environmental Features:
  - a. Grading plan affecting historic features.
  - b. Drawing showing existing elevation compared with proposed elevation.
  - c. Landscaping plan.
  
10. General Requirements:
  - a. Location/address of work to be done.
  - b. Proposed starting date of work.
  - c. Applicant must continuously post property with office sign ten days prior to hearing. Failure to post sign will result in delay in hearing the application until sufficient notice is given.
  - d. Projected undue hardship, if applicable, which would result from denial of the Certificate of Appropriateness.

To be placed on the agenda, the application must be complete, accepted by the Cobb Historic Preservation Planner and assigned a docketing number by the Planner. If all of the information is not provided by the applicant that would be necessary for the CCHPC to render a decision on the application, the application may be delayed until the next regularly scheduled meeting.