

## **Steps for Obtaining a Certificate of Appropriateness**

### **Step 1**

File an application with the Historic Preservation Planner (located in the Planning Division at 1150 Powder Springs Street, Suite 400, Marietta).

Include all relevant submittal criteria.

### **Step 2**

Upon submission, a hearing date will be given to the applicant. The date and time will be the second Monday of the current or coming month at 6:00 p.m.

The applicant will be supplied with a sign which shall be posted on or near the right-of-way of the nearest public street. This sign must be visible from the street.

The sign must be posted for at least 10 days before the hearing.

### **Step 3**

Attend the hearing. At the hearing, the Historic Preservation Commission will review the application and advise the applicant of its findings.

If approved, you are issued a COA and can begin your project. Please note that all other county codes, ordinances, rules and regulations must still be followed.

If not approved, you must resubmit your project and make changes to bring it into compliance with guidelines.