



City of Darien

P.O. Box 452 | 106 Washington Street | Darien, Georgia 31305 | 912-437-6686

HISTORIC PRESERVATION COMMISSION

CERTIFICATE OF APPROPRIATENESS CRITERIA CHECKLIST

Not all information listed below is required for each project.

1. SIGNS

(Signs under 3 square feet do not require review by the Historic Preservation Commission)

_____ Dimensional elevation identifying materials, color (include samples), lettering Style and wordage.

_____ Description of lighting (if applicable)

_____ Designation of location (for fascia sign show how and where it will be attached; for freestanding sign show height above ground, clearance and distance.

_____ Photographs of sign location from all directions.

2. REMODELING AND ADDITIONS

_____ Elevation drawings indicating proposed alterations. Minimum scale $\frac{1}{4}'' = 1.0'$. (Architectural rendering may be required for major alterations. Make sure to include door and window design if altered.

_____ Exterior material description.

_____ Site plan showing dimensions of lot and location of existing building on lot, location of addition, dimensions of existing structure and additions. (Show use of addition and location of windows and door if application.)

_____ Historic photographs should accompany any request to return a structure to an earlier historic appearance.

3. MATERIAL CHANGE

_____ Written description of area involved.

_____ Color photographs of area involved and surrounding structures if applicable.

_____ Sample or photo of materials involved. (Color sample optional.)

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4. ACCESSORY USES

- _____ Site plan showing layout, number of spaces, dimensions and location of screening.
 - _____ Indicate height and design and materials of walls and fences; indicate type of vegetation.
 - _____ Description of surface materials.
- Include material samples if applicable.

Fences and Walls

- _____ Site plan showing location of fence/ wall.
- _____ Sketch or photograph showing design of fence/ wall, material and height.
- _____ Photograph of area affected.

Walks, Satellite Dishes and Other Landscape Features

- _____ Site plan showing location and layout.
- _____ Photograph of area affected.
- _____ Description of materials and design.

5. DEMOLITION

- _____ 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.
- _____ Proposed use of site alter demolition.
- _____ Color photograph of structure to be demolished.

6. RELOCATION

- _____ Photograph of existing structure on existing site.
- _____ Photograph of proposed site and map of location.
- _____ Reasons for request to move structure.

7. PARKS, MONUMENTS, FOUNTAINS

- _____ Site plan showing location of monuments, dimensions, location of screening and plantings.
- _____ Indicate type of vegetation.
- _____ Surface materials of paths, seating area.

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8. NEW CONSTRUCTION

_____ Elevation drawing, minimum scale: ¼ " = 1'0". Showing all sides and dimensions. Elevation drawing in scale showing relationship to structure immediately adjacent.

_____ Photo of proposed site and adjoining properties.

_____ Floor plan showing setbacks and other exterior features such as steps, door swings, windows and texture samples.

_____ Material list including door and window styles, color (optional) and texture samples.

GENERAL REQUIREMENTS

_____ Location / address of work to be done.

_____ Zoning classification

_____ Proposed starting date of work.

_____ Owner

_____ Contact Information for Owner

_____ Contact Information for Contractor

Please contact Maria Hane, Historic Preservation Commission chair at Maria.Haynes@gmail.com or (904) 210-7122 for more information.