



**Section 2. Required Information:** (failure to submit required attachments will prevent application from being considered by the commission). **NO FEE REQUIRED**

Color photos: Include photos of each side of the structure/property; the site to be altered and close ups of the specific areas to be changed. \_\_\_\_\_ Attached

Drawings for conceptual review, new construction or graphics/ signage: Lettering, colors, materials, placement, etc. \_\_\_\_\_ Attached

Material Samples/Manufacturer’s Brochures: material samples and brochures which show and describe the materials to be used (i.e., paint chips, brochures on doors, windows, fencing, roofing) \_\_\_\_\_ Attached

Site Plan: A site plan must be included for new construction, additions, site graphics, fencing, and major landscaping projects. The plan must show property lines, all existing structures and/or landscaping in question, and their relationship to adjacent structures. \_\_\_\_\_ Attached

**Section 3. Applicant/Owner Certification:**

The applicant certifies that all information contained in this application, and all information furnished in support of this application, is true and complete to the best of my knowledge. Should any portion not be true, then the application is rejected. The owner/applicant hereby gives permission to enter on the property for inspection during the time the application is pending

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Signature of applicant/agent \_\_\_\_\_ Date \_\_\_\_\_

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Signature of property owner (if different than above) \_\_\_\_\_ Date \_\_\_\_\_

**Note to Applicant:** Commission meets 3<sup>rd</sup> Tuesday at 6:00 p.m. of each month provided an application has been submitted prior to the deadline (8-10 days prior to any scheduled meeting). The Historic Design Guidelines are located at [www.cityofelberton.net](http://www.cityofelberton.net) (Planning & Zoning / Historic Preservation).

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**TO BE COMPLETED BY STAFF ONLY:**

Date application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Attachments included:  Yes  No (explanation) \_\_\_\_\_

The City of Elberton reserves the right to obtain additional information that reasonably may be required in order that an informed decision may be made.