



## APPLICATION INSTRUCTIONS HISTORIC REVIEW BOARD AND CITY PLANNER FOR CERTIFICATE OF APPROPRIATENESS

The Dublin Historic Review Board's regularly scheduled meetings are held on the third Tuesday of each month (as required) at 5:15 p.m. in the City Council Chambers located at Dublin City Hall, 100 S. Church Street. The application deadline is 10 days prior to the scheduled meeting date, at which time all necessary materials must be submitted to the Planning and Development Department.

The City of Dublin Historic District consists of any property located on Bellevue Avenue from Lancaster to Church Street and Downtown Dublin. (See district map, Attachment A). Any part of the structure, landscaping, and/or signage that is visible from the public right of way must go before the Historic Review Board for approval prior to any changes taking place.

The following is a list of considerations and guidelines to assist the applicant wishing to apply for a Certificate of Appropriateness in the Historic District. This should expedite the application process as well as provide the applicant with a checklist of steps involved in the process.

In addition to obtaining a Certificate of Appropriateness, applications for permits are required for any erection, demolition, exterior alteration, or sign to be erected in the district, as well as the moving of any structure into or out of the historic district.

- A. **APPLICATION FOR EXTERIOR CHANGES:** The Board will review COA applications of exterior changes to properties and should be provided information adequate to make an informed decision.
1. **Site Plan:** Site Plan information should show the following:
    - a. Shape and dimensions of lot;
    - b. Size and location of all existing and proposed buildings;
    - c. Trees or any other significant natural or historical landmarks on the lot.
  2. **Floor Plans Showing:**
    - a. Spatial arrangements;
    - b. Other details that may be required by the City Planner or Building Inspector in enforcing the building and other applicable codes in Dublin.
  3. **Wall Elevation** of all facades affected by alteration: A drawing showing existing conditions and proposed changes is acceptable although a rendering or photograph of the elevation with schematics illustrating the proposed charges is preferred.
  4. **Description of Improvements:** A list and description of work to be done should include:
    - a. Materials;
    - b. Colors;
    - c. Construction detailing.

5. **Preliminary Conference:** It is recommended that prior to submitting an application, the applicant discuss the improvement with the City Planner to discuss any other details that should be addressed prior to the board meeting.

**B. ALTERATION NOT AFFECTING THE EXTERIOR:**

1. **Floor Plan:** Adequate to meet the building code requirements and showing the spatial layout is adequate.

**C. DESIGN GUIDELINES:**

Refer to the following for detailed design guidelines:

1. [City of Dublin Zoning Code Section 9.13 for Historic District Design Standards](#)
2. [City of Dublin Historic Review Guidelines](#)
3. [City of Dublin Sign Ordinance](#)  
Section 3-37 (c) – Signes permitted in H-1 District (Bellevue)  
Section 3-37 (d) – Signs permitted in B-1 District (Downtown)

Other helpful Do's and Don'ts

- a. If in doubt, try to retain as much of the original materials, details, and design as your budget will allow;
- b. If introducing modern parts or mixing old and new elements on the outside of a house, make sure that its character is not spoiled in the process and, if possible, get some advice from an architect with experience in such work.
- c. Never try to make a building look older than it originally was by using details belonging to a previous period; this is not true restoration and the end result will never look completely genuine.
- d. Brick walls should never be painted or covered with any form of artificial siding.
- e. If replacing clapboard, the color, texture, and most importantly, the details should be maintained as closely as possible.
- f. The surface cleaning of structures such as sandblasting and other cleaning methods, which have the possibility to damage the historic building materials, shall not be undertaken.



**CERTIFICATE OF APPROPRIATENESS APPLICATION  
DUBLIN HISTORIC REVIEW BOARD**

DATE FILED \_\_\_\_\_

HEARING DATE \_\_\_\_\_

APPLICANT \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CELL PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

LOCATION \_\_\_\_\_

OWNER \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

TYPE OF BUILDING       HISTORIC       CONTEMPORARY

CERTIFICATE OF APPROPRIATENESS APPLICATION IS MADE FOR:  
(Check all that apply.)

- Material change to the exterior of a historic building
- Material change to the exterior of contemporary building
- Change existing walls and fences
- New construction within historic district
- Relocation of a historic building
- Demolition of a historic building



**CERTIFICATE OF APPROPRIATENESS**  
*[TO BE COMPLETED BY CITY STAFF]*

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the City of Dublin Historic Review Board examined the above application. The Certificate of Appropriateness is approved / denied subject to the following special requirements and conditions:

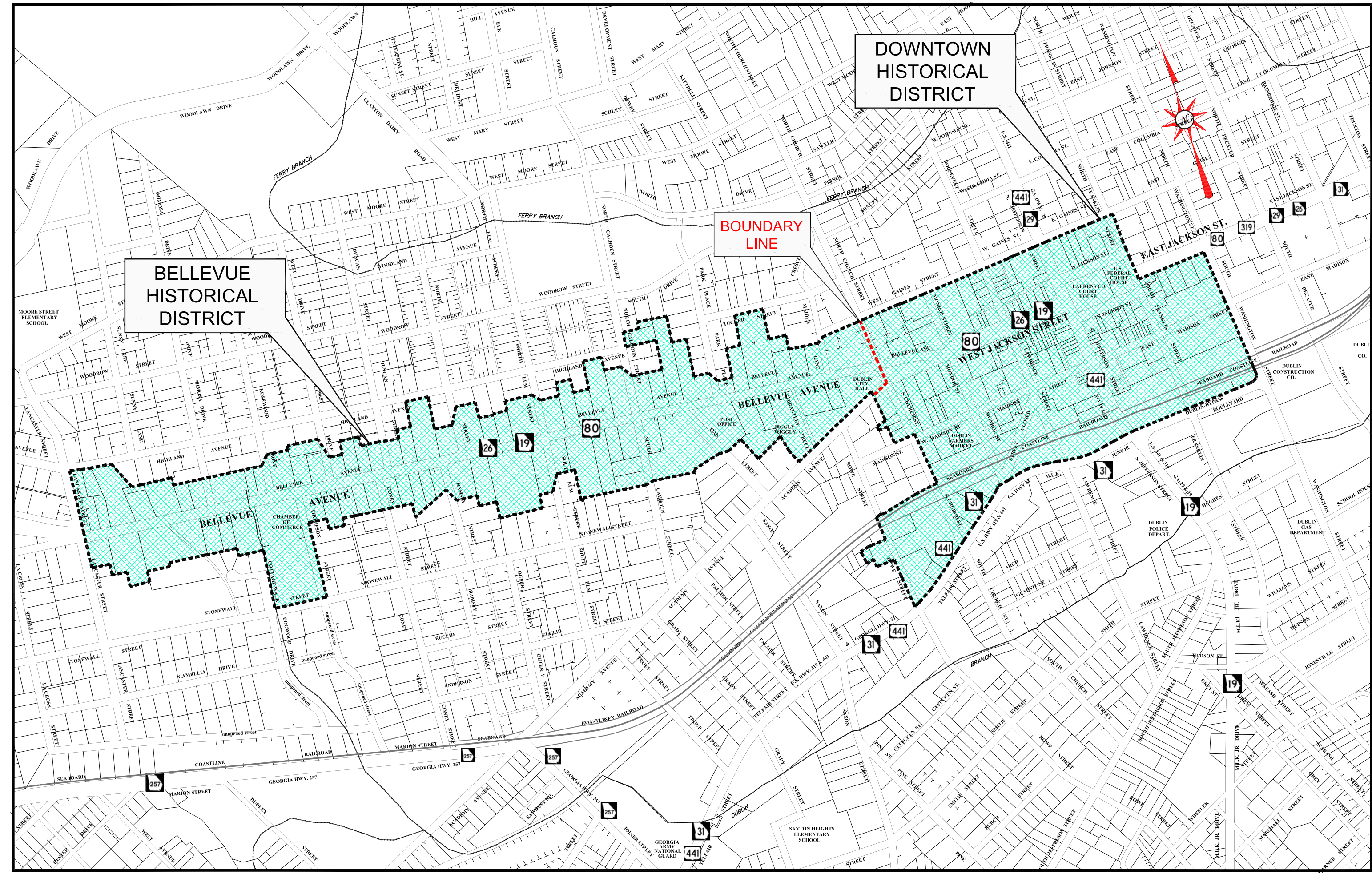
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Chairperson of Historic Review Board



**BELLEVUE  
HISTORICAL  
DISTRICT**

**DOWNTOWN  
HISTORICAL  
DISTRICT**

**BOUNDARY  
LINE**

| NO. | DATE | REVISIONS |
|-----|------|-----------|
|     |      |           |
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ENGINEERING DEPT.  
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P.O. BOX 690  
DUBLIN, GEORGIA 31040

CITY OF DUBLIN  
LAURENS COUNTY, GEORGIA  
DUBLIN HISTORICAL DISTRICT  
BELLEVUE & DOWNTOWN DISTRICTS



JOB No: J-  
DATE: 07-02-2015  
DRAWN: R. HALL  
REVIEWED: D. STANLEY  
APPROVED: L. JONES  
SCALE: NTS