

BAINBRIDGE, GEORGIA | 229-248-2000

HISTORIC PRESERVATION

LOCAL DESIGNATION & DESIGN REVIEW

HOW DOES IT WORK?...THE DESIGN REVIEW PROCESS

WHAT IS HISTORIC PRESERVATION

The concept is fairly simple - save Bainbridge's sense of place-protect that which makes the community unique.

WHAT IS DESIGN REVIEW

The Historic Preservation Ordinance provides for a design review process. Design review consists of the evaluation of any proposed work upon a designated property. Both minor and extensive projects must be reviewed and approved prior to beginning work. Building permits can not be issued until a design review is complete.

WHAT IS A CERTIFICATE OF APPROPRIATENESS

When planning a work project, an owner must submit a completed application for a Certificate of Appropriateness (COA). Applications are available from and should be submitted to City Hall. The deadline for applications is two week prior to HPC's regular meeting, the fourth Tuesday of every month.

Using design guidelines and criteria, technical assistance, and the unique character of each property, the HPC must decide to approve or deny the application. If the application is approved, a Certificate of Appropriateness is issued and design review is complete.

WHERE CAN ASSISTANCE BE FOUND?

For information concerning the process or for assistance with the preparation of the application, contact the City Planner at City Hall, (229) 248-2000.

WHICH PROPERTIES REQUIRE LOCAL DESIGN REVIEW

ALL properties (historic, non-historic, and vacant) within the Bainbridge Local Historic District are considered "designated properties" and must follow local procedures for exterior changes in appearance, new construction, demolition, and relocation. Please note that design review covers both historic and non-historic buildings.

WHAT TYPE OF WORK REQUIRES DESIGN REVIEW?

All work involving a "material change in appearance" to a designated property requires design review. Projects that physically alter the exterior of the building and/or property include but are not limited to: changes in site and setting, repair and rehabilitation, neglect, demolition, new construction, additions, and relocation.

Design review applies only to exterior changes. Design review is NOT required for interior alterations or for changes in use that do not impact the existing exterior appearance. Ordinary maintenance or repainting do not require design review. (note: painted unpainted surfaces or signs does require design review.)

ARE THERE ANY OTHER REVIEW PROCEDURES?

Review of projects by the HPC may not be the only review required before work may proceed. Other city departments and commissions may be required to examine a project for compliance with existing zoning, building, sign, and landscape ordinances.

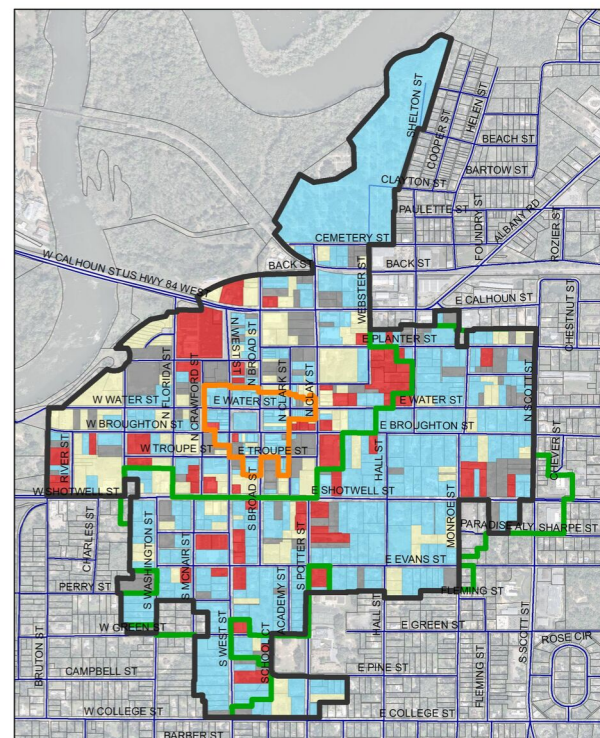
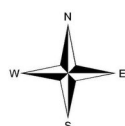
WHAT SHOULD AN APPLICATION INCLUDE

In order for the Historic Preservation Commission to make an informed decision, completed applications must be accompanied by required support materials (see Application Checklist below). Illustrations may include site plans, elevations, and floor plans drawn to a standard architectural scale, e.g. 1/4 inch equals one foot. Photographs of the building, site, and neighboring properties are also helpful. Support materials may differ according to the type and size of the project.

Bainbridge Historic Districts

Legend

- Local Historic District Boundary
- National Register Residential Historic District
- National Register Commercial Historic District
- Historic District**
 - Historic
 - Intrusion
 - Non-Historic
 - Vacant



APPLICATION CHECKLIST

A complete application requires support materials. Please check the list below for which materials may be necessary for design review of a particular project.

NEW BUILDINGS & NEW ADDITIONS

- site plan
- architectural elevations
- floor plan
- landscape plan
- description of materials
- photographs of proposed site and adjoining properties

MAJOR RESTORATION, REHABILITATION, OR REMODELING

- architectural elevations or sketches
- description of proposed changes
- description of materials
- photographs of existing building
- documentation of earlier historic appearance (restoration only)

MINOR EXTERIOR CHANGES

- description of proposed changes
- description of materials
- photographs of existing building

SITE CHANGES - fences and walls

- site plan or sketch of site
- architectural elevations or sketches
- description of materials
- photographs of site

SITE CHANGES - signs

- description of materials and illumination (if applicable). Include how lighting will be attached to the facade.
- proof of proposed sign
- photographs of sign location

ROOF

- description of proposed changes
- description of materials
- photographs of existing roof

AWNING

- photograph of building elevation
- show relationship to adjacent storefronts
- front and side view of awning

DEMOLITION: specific criteria shall be considered by the HPC for the act of demolition within the local historic district boundaries.

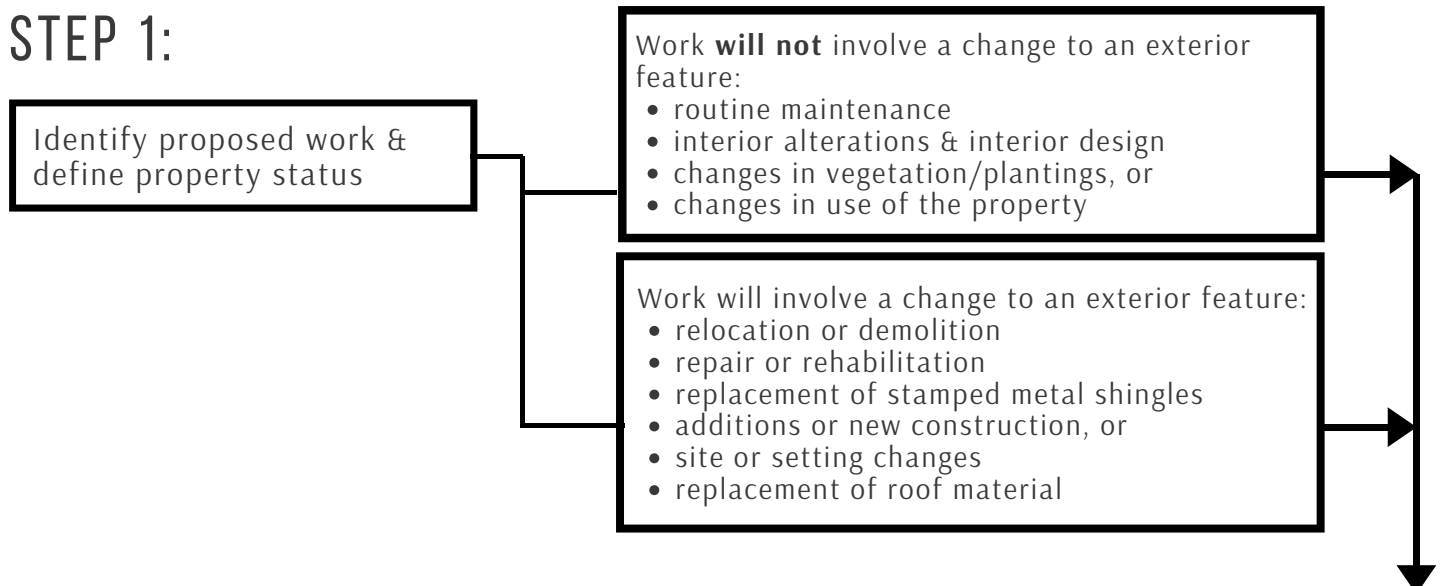
- provide photographs clearly labeled to show areas of structural deterioration and description of existing building
- indicate status of building as Historic, Non-Historic, or Intrusive
- must document that a building classified as "historic" is incapable of earning economic return on its value, as appraised by a qualified real estate appraiser or structural report by a licensed structural engineer itemizing structural condition and explanation of why building is incapable of being repaired. A report by a licensed restoration contractor may also be required.
- explanation of proposed site after demolition including plans, drawings and other pertinent information required for new structures and their parking areas (if applicable or any other category of use as set out in the Rules).

RELOCATION

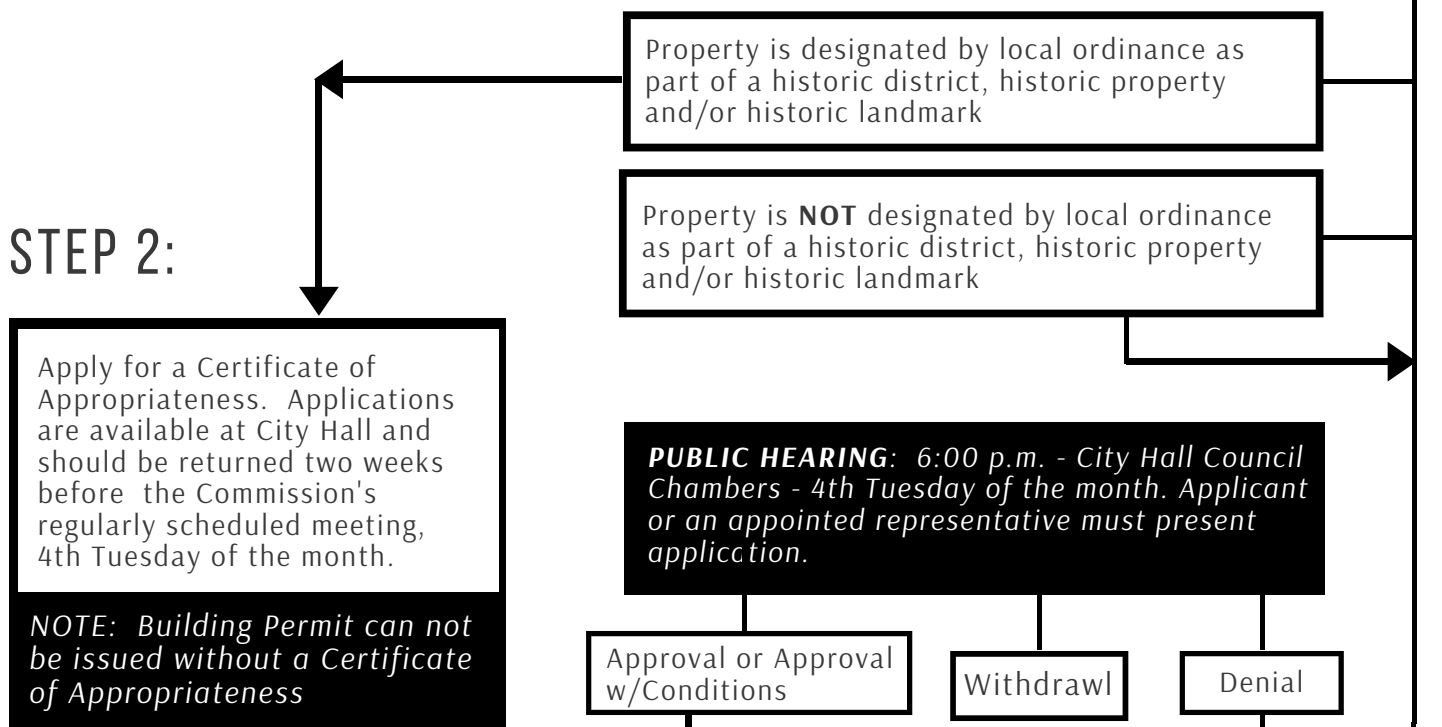
- explain historic character and aesthetic interest the building, structure, or object contributes to its present setting
- provide drawings to adequately describe site use after relocation
- explain if the building, structure, or object can be moved without significant damage to its physical integrity
- Is the proposed relocation compatible with the historic and architectural character of the building, structure, or object?

APPLICATIONS FOR CERTIFICATE OF APPROPRIATENESS

STEP 1:



STEP 2:



STEP 3:

