



Community Development Department

110 Academy Street, Canton, Georgia 30114
770-704-1500

CERTIFICATE OF APPROPRIATENESS APPLICATION

Project # _____ (staff only)

- Application Requirements:** All applications must be complete and include required support materials (listed on the reverse side of this application form). Incomplete applications will not be forwarded to the Canton Historic Preservation (HPC) for review. The applicant must submit the application and all supporting materials as the appropriate building permit option using the online permitting and licensing portal found here: <https://canton.onlama.com/>. For signs, submit the application and all supporting materials as a sign permit using the online permitting and licensing portal found here: <https://canton.onlama.com/>.
- Application Deadline:** Applications and support materials must be submitted fifteen (15) business days prior to the regular HPC meeting. Applications must be submitted to the Community Development Department.
- Application Representation:** The applicant or authorized representative of the applicant must attend the HPC meeting to support the application.
- Building Permit Requirements:** In addition to a COA application, building permits may be required from the Building Department. Building permits will not be issued without proof of a COA.
- Deadline for Project Completion:** After application approval, the COA is valid for 18 months and null and void if construction does not begin within 12 months.
- Local Resources:** [The Canton City Map](#), [The Canton Historic District Design Guidelines](#), and [The Canton Historic District Residential Design Guidelines](#) provides a boundary map of the Canton Historic District, a design review process flowchart and a list of projects that require review and approval (administrative review by Community Development Department staff or review by the Canton HPC). The Guidelines are available at City Hall and on the City of Canton website.

A CERTIFICATE OF APPROPRIATENESS IS REQUIRED FOR ANY MATERIAL CHANGE IN THE APPEARANCE OF PROPERTY (BUILDINGS, STRUCTURES, SITES, OBJECTS, EXTERIOR ENVIRONMENTAL FEATURES) IN A LOCALLY DESIGNATED HISTORIC DISTRICT, AS AUTHORIZED BY THE CITY OF CANTON HISTORIC PRESERVATION ORDINANCE.

Contact Information:

Applicant Name*: _____ Telephone: _____

Email: _____

Mailing Address: _____

*NOTE: If the applicant is not the owner, a letter from the owner authorizing the proposed work must be included. Please include the owner's telephone number and mailing address.

Property Information:

Address: _____

Land Lot(s): _____

District/Section: _____ Map #: _____ Parcel #: _____

Zoning: _____ Present Use: _____

Scope of Work: (Check all that apply)

STAFF REVIEW:		HPC REVIEW:	
<input type="checkbox"/> Signage	<input type="checkbox"/> Eligible administrative review	<input type="checkbox"/> Addition	<input type="checkbox"/> Specimen Tree Removal
<input type="checkbox"/> Maintenance of / change in paint color	<input type="checkbox"/> Residential specimen tree removal	<input type="checkbox"/> Alteration	<input type="checkbox"/> Site Features
TYPE OF REVIEW:		<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition
		<input type="checkbox"/> Restoration	<input type="checkbox"/> Relocation
		<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential
OTHER:			
<input type="checkbox"/> Amendment to previous COA, Project #:		<input type="checkbox"/> Other (Description):	



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**CERTIFICATE OF APPROPRIATENESS APPLICATION
IMPORTANT DATES**

SUBMITTAL DEADLINE	MEETING DATE
DECEMBER 15, 2025*	JANUARY 15, 2026**
JANUARY 12, 2026	FEBRUARY 2, 2026
FEBRUARY 9, 2026	MARCH 2, 2026
MARCH 16, 2026	APRIL 6, 2026
APRIL 13, 2026	MAY 4, 2026
MAY 11, 2026	JUNE 1, 2026
JUNE 15, 2026	JULY 6, 2026
JULY 13, 2026	AUGUST 3, 2026
AUGUST 18, 2026*	SEPTEMBER 8, 2026*
SEPTEMBER 14, 2026	OCTOBER 5, 2026
OCTOBER 22, 2026**	NOVEMBER 12, 2026**
NOVEMBER 19, 2026	DECEMBER 7, 2026
DECEMBER 28, 2026	JANUARY 4, 2027

*DATE CHANGED DUE TO CITY HALL BEING CLOSED FOR HOLIDAY

**DATE CHANGED DUE TO ELECTIONS HELD AT CITY HALL