

City of Guntersville
Historic Preservation Commission (HPC)
Procedural Guidelines
for the Northtown Historic District

Procedure for Building Inspector's Clerk:

- A. When an owner, lessee, or designee comes to City Hall/Building Inspector's Office for a building permit or a sign permit, determine if the property in question is located in the Northtown Historic District. (Refer to attached MAP)
 - 1. If the property is NOT included in the Historic District, the HPC Guidelines do not apply.
 - 2. If the property IS located in the Historic District, continue:

- B. Give the applicant the following:
 - 1. Application for "Certificate of Appropriateness" (CoA) (also called Appendix A) *
 - 2. Brochure "Downtown Guntersville Historic Overlay District and Design Review" *
 - 3. Brochure "Financial Incentives for Guntersville's Northtown Historic District." *

As aid in filling out the Application for a CoA, you MAY also give the applicant at this time the following:

- 4. Appendix B (General Design Guidelines) *
- 5. Appendix C (Commercial Guidelines) *
- 6. Appendix D (Sign Guidelines) *

***PLEASE NOTE:** Appendices A, B, C, D, MAP, and the two brochures may all be viewed on City website www.guntersvilleal.org.

- C. Exterior routine maintenance does not require a CoA.
- D. Interior remodeling does not require a CoA.
- E. When the Building Inspector's office receives the *completed* Application for a CoA,
 - 1. Please check for signatures, phone numbers, dates (so we can easily reach applicant).
 - 2. Please remind applicant of next HPC meeting. Meetings are the 4th (fourth) Tuesday in each month except November (no meeting) and December (2nd Tuesday) at 5 PM. HPC needs at least 3 days to review the application before the next meeting. Applicant is *welcome* to attend the Historic Preservation meeting.
 - 3. Please send the Application for a CoA to HPC at least 3 days before the scheduled meeting for review.

Procedure for HPC:

Decision:

A. CoA Approved unconditionally:

1. HPC will notify applicant the Application for a CoA has been approved without further conditions from HPC; however, HPC will remind the applicant that he/she must attain yet a further **Building Permit** from the Building Inspector's Office.
2. The Building Inspector will oversee compliance with the CoA during project.

B. CoA Approved with conditions:

1. HPC will notify applicant of *approval with conditions* and will remind the Applicant that he/she must yet attain a further **Building Permit** from Building Inspector's Office.
2. The Building Inspector will oversee compliance with the CoA during project.

C. CoA Denied:

HPC will notify the applicant that the project cannot continue, and HPC will notify the Building Inspector's Office not to issue a **Building Permit**.

The applicant may appeal; the applicant may resubmit a second Application for a CoA that addresses the errors, a step the HPC will generally encourage; the applicant has also the right to appeal to the Circuit Court of Marshall County within 45 days of decision.

NOTE: If the applicant proceeds with the project without a CoA, then the City should take action as it would against anyone who begins a building project without a **Building Permit**.