

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

**Preservation Today**

The Historic Preservation Ordinance establishes the Historic Preservation Commission (HPC), the volunteer board which serves as the city's preservation program within the Community Development Division.

The HPC is charged with the responsibility of initiating local designation, design review for designated properties and public awareness, and preservation planning and research.

The aesthetic and economic benefits of preservation are both qualitative and quantitative. Bainbridge continues to thrive, and tourism is a leading industry for the community. Preservation provides the opportunity for tourism and an assured quality of life for residents.



**Willis Park**

# BAINBRIDGE

G E O R G I A

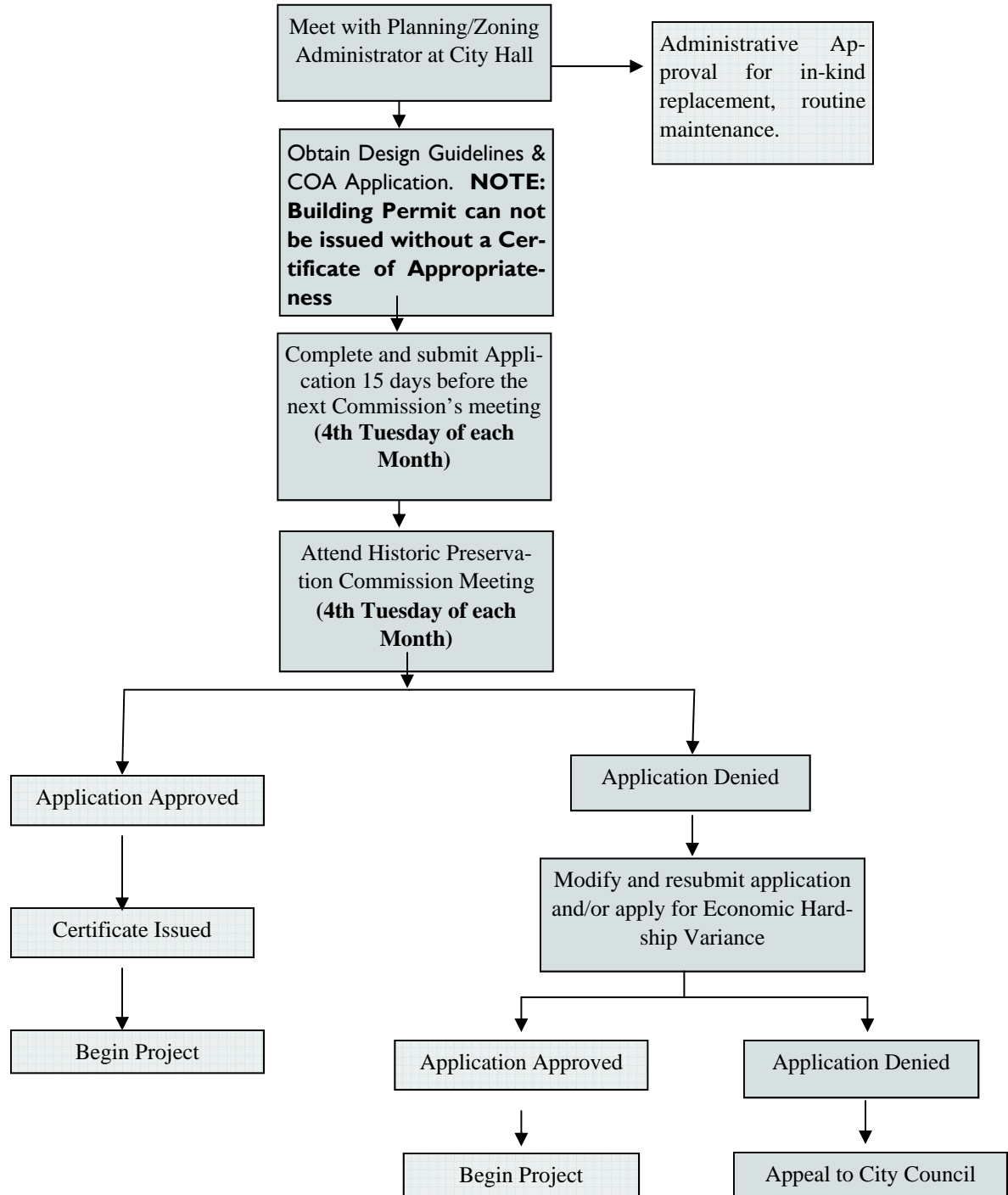
## Local Designation & Design Review Information



Phone: 229-248-2000

Website: [www.bainbridgecity.com](http://www.bainbridgecity.com)

# DESIGN REVIEW PROCESS FLOWCHART



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

Bainbridge's residents enjoy the advantage of increased economic value and a built environment protected from unsympathetic changes. The Bainbridge Historic Preservation Commission (HPC) protects the rights and investments of property owners and business establishments through the design review process. By preserving and maintaining visual character, the HPC ensure that future generations will enjoy the benefits of Bainbridge's rich architectural heritage.

## 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.

## 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 the Planner/Zoning Administrator at City Hall. The deadline for applications is 15 days prior to the 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 COA is issued and design review is complete.

## What should an application include?

In order that the Historic Preservation Commission may 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.

## Which properties require design review?

All designated properties require design review. Designated properties include all properties within the Bainbridge Historic District. Please note that design review covers both **historic and non-historic buildings**. The city's Official Zoning Map shows the Bainbridge Historic District.

## What type of work requires design review?

All work involving a "material change in appearance" to a designated property required 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: painting unpainted surfaces or signs does require design review).

Applications are available at City Hall, 101 S. Broad Street. P.O. Box 158, Bainbridge, GA 39818 or [www.bainbridgecity.com](http://www.bainbridgecity.com) Please contact 229-248-2000 for information.

## 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 and New Additions

- Site plan
- Architectural elevations
- Floor plan
- Description of materials
- Photographs of proposed site & 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

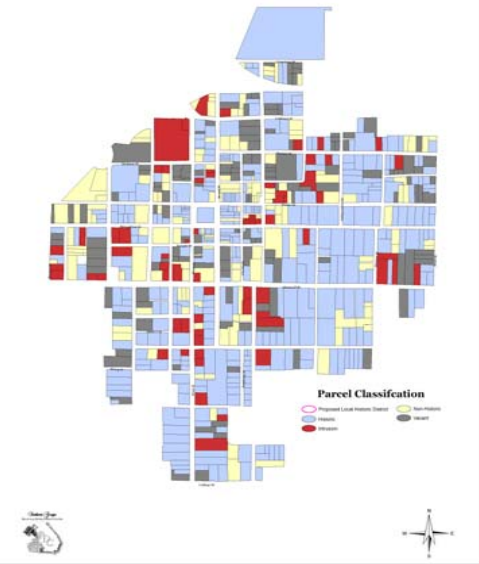
### Site changes-fences and walls

- Site plan or sketch of site
- Architectural elevations or sketches
- Description of materials
- Photograph of site

### Site changes-signs

- Description of materials and illumination
- Site plan or sketch of site
- Photograph of sign location

## Bainbridge Local Historic District



## The Bainbridge Historic District

The City of Bainbridge formally designated the local Bainbridge Historic District January 17, 2006. The district encompasses both Downtown Bainbridge and the surrounding residential neighborhoods. The district boundary appears on the local zoning map and all district properties are recorded in an owner/address list. Both documents are on file at City Hall and are available to the public.

The Historic Preservation Commission (HPC) is responsible for protecting the historic district and for guiding changes within its boundary. Property owners must submit an application for design review prior to planning a work project involving an exterior change to the appearance of any property within the district. The Commission reviews applications on a monthly basis and upon approves issues a Certificate of Appropriateness