



City of Brunswick  
Planning, Development, & Codes Department  
601 Gloucester Street  
Brunswick, Georgia, 31520

## CERTIFICATE OF APPROPRIATENESS

Please take care to insure that the information for each checkbox below is sufficiently provided. **The City of Brunswick does not accept incomplete applications.**

Applications must be submitted to the Planning, Development, & Codes Department no later than 20 days prior to the regularly scheduled meeting of the Planning and Appeals Commission. The PAC meets the second Wednesday of each month.

- Completed Application
- Survey/Lot Inspection Report/Site Plan with clearly marked property lines and setbacks
- Proof of property ownership OR proof of legal authorization from property owner
- Drawings/photographs of proposed changes and area of the property/structure
- List of proposed materials (sample materials may be requested)

The Planning, Development & Codes Department highly recommends arranging a meeting with staff prior to the submission of an application. Should you have questions or wish to arrange a meeting please contact the Historic Preservation Office at (912) 267-5527.



**CITY OF BRUNSWICK, GEORGIA**  
**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**  
**& MATERIAL CHANGES TO EXTERIOR FEATURES**  
 Brunswick Historic Preservation Board

**COA**

1. Name of Applicant: Charles W. Day Date: 4/26/24  
 You or your representative must be present at the meeting of the Board to answer questions that may arise. You will be notified of the time, date, and location of the meeting.  
 Mailing Address: 2481 Demere Road, Suite 101 Zip Code: 31522  
 Daytime Telephone: 931-265-3287  
 E-mail Address: charles@charleswday.com  
 Relationship of Applicant to Property: ( ) Owner  Architect ( ) Contractor  
 ( ) Other (Specify) \_\_\_\_\_

2. Address and Legal Description of Property: 1400 & 1402 Newcastle Street  
 Year Built: C. 1890 Historic Designation:  Historic (more than 50 years old and contributing)  
 Era: \_\_\_\_\_ ( ) Historic-obscured (50 years old but not contributing)  
 ( ) Non-historic (less than 50 years old, yet not detracting)  
 ( ) Intrusions (any aged structure, which detracts)  
 ( ) Vacant

3. Proposed Work:  
 ( ) New Construction ( ) New Signage  
 ( ) Demolition ( ) Parking Lot, Driveway or Walkway  
 ( ) Relocation ( ) Outbuilding or Accessory Structure  
 ( ) Excavation ( ) Lighting Fixtures  
 ( ) Fencing or landscaping  Other  
 ( ) Reconstruction or alteration of the size, shape or façade of an existing structure.  
 ( ) A change in the location or extent of signage.

Please describe your proposed work as simply and accurately as possible. Be sure to indicate materials to be used, it is recommended you provide material samples. Accurate to-scale drawings and photographs required are to be attached. A location map is required to be attached to this application.

Renovation of 1400 & 1402 Newcastle Street. Applicant for State & Federal Historic Tax Credits and currently being reviewed by NPS. 1400 - Tabby facade to be restored, proposed opening of previously fenestrations to be open and infill with a knee wall and storefront, New awning and rooftop access and patio. Blue paint at parapet and stripe around base to resemble previous condition. Windows to be replaced in kind. Continued...

**IMPORTANT:** This form must be completed before the Brunswick Historic Preservation Board can consider approval of any change affecting the appearance of any building, or property within the Historic District. This form, along with supporting documents, must be filed with the Historic Preservation Officer, 601 Gloucester Street at least 15 days prior to the regularly scheduled Board meeting. The Historic Preservation Board meets the first Monday of each month at 6:00 PM in at Old City Hall, 1229 Newcastle St. unless otherwise advertised.

... 1402 - Elevations generally to remain the same. Under front awning the planter will be raised to create a bench for outdoor seating. Additional door added to rear. New windows proposed to match the existing style and added on the rear elevation. Roof top access and patio to be added.



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**Brunswick Historic Preservation Board**

**C<sub>2</sub>**

All applicable items from the attached checklist must be addressed. Incomplete applications will not be accepted or docketed for consideration by the Historic Preservation Board.

For additional help of information, contact the Historic Preservation Officer at (912) 267-5527

**SIGNATURE OF APPLICANT:**

*Charles W. Day*

Staff Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CITY OF BRUNSWICK  
 CERTIFICATE OF APPROPRIATENESS  
 Brunswick Historic Preservation Board**

A Certificate of Appropriateness is hereby issued to: \_\_\_\_\_

For the following actions: \_\_\_\_\_

\_\_\_\_\_

at \_\_\_\_\_

provided the following conditions are met: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_

**Chairperson, Historic Preservation Board**

**DATE:** \_\_\_\_\_