

Certificate Of Appropriateness Process

All exterior work in our historic district requires an approved Certificate of Appropriateness ([COA](#)) application. An approved COA is required for such work as repairs, alterations, window replacement, additions, new construction, demolition, and relocation. Please note that work done *to* the site, such as repair and installation of new sidewalks and driveways, also require an approved COA.

An approved COA application ensures that the proposed work is consistent with the appropriate design regulations and historic preservation standards. Some work, such as regular maintenance and replacing like-for-like, can be approved administratively by the Planning Director. Other work, such as street visible additions, new construction, window replacement, demolition, and relocation, will require review and action by the City of Palatka Historic Preservation Board (HPB). An approved COA is required before a building permit can be issued.

How do I know if something is within a Historic District or a local Landmark?

You can search by address or real estate number to find out if a property is within a Historic District or a Landmark on the [Historic District Map](#). You can also access the [GIS](#) on the [Putnam County Planning Department website](#). Once opened, on the Layers tab, find the “Palatka Historic Districts” box and click it. This will highlight the area on the map.

What is a COA?

A Certificate of Appropriateness (COA) application is required for all properties within the Historic Districts. COAs must be submitted for any work done to the exterior of a building like repairing windows and siding, as well as site work like fencing, driveways, and sheds. Once a COA is approved, it is valid for 1 year. After work has begun, the COA will be valid for 5 years.

How do I apply for a COA?

You can apply for a Certificate of Appropriateness ([COA](#)) by using our online forms at the City of Palatka website.

What kind of work can I do without a COA?

Interior work that does not affect the exterior of the structure does not require a COA. If the interior work changes things like windows, exterior doors, or other features like a chimney, you are required to file a COA before work begins.

What happens if I do work requiring a COA without getting an approved COA?

Any work initiated without an approved COA may receive a violation. Violations may receive after-the-fact approval, approval with corrective actions, denial requiring full reversal, or denial with a settlement agreement. Violations that cannot be processed at the administrative level must be heard by the HPB.

How long does it take to have a COA processed?

Administrative COAs can take a week or two to process, sometimes sooner depending on the scope of work and time of year. For COAs that must be reviewed by the HPB, this takes a minimum of six weeks from application submittal to receiving the signed approval.