

McMinnville Historic Zoning Commission
CERTIFICATE OF APPROPRIATENESS (Application)

1. Name of Applicant: _____ Phone: _____
Address: _____ Relationship to Owner:
____ Lessee ____ Contractor ____ Architect ____ Other (explain) _____
2. Name of Owner: _____ Phone: _____
Address: _____
3. Location of Property (Address, Lot & Parcel No.) _____
_____ Age of Structure ____ Listed on National Register __ Yes__ No
4. Description of Work: See page 2 of this application for additional information to be submitted with the application. All information submitted will be retained by the McMinnville Historic Commission.
5. Type of Work: ____ New construction ____ Demolition
____ Exterior alteration or repair (check all items below that apply)
- | | |
|--|---|
| __ Architecture features
(decorative ornamentation) | __ Material changes (wood,
brick, metal) |
| __ Awnings or Canopy | __ Retaining walls |
| __ Deck | __ Roofing (any alteration) |
| __ Door | __ Shutters |
| __ Facade (elements or materials) | __ Sidewalks |
| __ Fence | __ Siding (any alteration) |
| __ Guttering | __ Signs (size _____
Lighted __ Yes __ No) |
| __ Light Fixture | __ Windows |
| __ Parking Lots (paving, landscaping) | __ Other (If not listed above) |
| __ Porch (columns, flooring, trim, etc.) | |

6. I have read and understand the information provided on pages 2 and 3 of this application concerning the Certification of Appropriateness application process.
SIGNATURE OF APPLICANT: _____ DATE: _____

FOR STAFF USE ONLY

Date Received: _____
____ Approved ____ Disapproved ____ Continuance (to a later meeting) ____ Approved as Modified
(conditions follow)

1.
2.
3.
4.

Signature of Chairperson _____ Dated Acted on _____

I here by agree to the conditions above for a Certificate of Appropriateness (Initials of Applicant) _____

INFORMATION TO BE SUBMITTED WITH YOUR APPLICATION (Attach the following information for each category of work proposed)

1. *Exterior Alterations or Repairs:*

List and describe in detail all work to be done for each item checked on the front page of the application. Include the following materials when appropriate:

- Include sketches, photographs, specifications, manufacturer's illustrations or other descriptions of proposed changes to the building's exterior. Major alterations to architectural features require detailed drawing plans.
- Provide **photos** and descriptions of existing original materials. Also include **photos** descriptions and dimensions of proposed work (samples of new materials may be requested).

2. *New Construction:*

Describe the nature of the proposed project. Including the following materials when appropriate:

- Site plan with measured distances (include landscaping).
- Elevation drawings at ¼ inch scale of each effected façade and specification which clearly show the exterior appearance of the project.
- Samples or other description of materials to be used.
- Drawing or other description of site improvement such as fences, sidewalks, lighting, pavement, decks, etc.
- Include photos of proposed site and adjacent properties.

3. *Demolition of Structures:*

- Describe the structure's condition, historical significance and reason for demolition.(include photos of structure)
- Describe the proposed reuse of the site include information required for the new construction of a structure.
- Any applicant denied a Certificate of Appropriateness seeking to demolition a landmark or contributing structure can apply for a *Certificate of Economic Hardship* within (30) days thereafter the review of the applicant. For more information contact the City of McMinnville, Planning & Zoning Department.

**(CERTIFICATE OF APPROPRIATENESS)
ADDITIONAL INFORMATION**

Public Hearings:

- The Historic Zoning Commission shall hold a regular public hearing at 5:00 p.m. in City Hall Council Room on the third Monday of each month and shall be in accordance with the provisions of the “Sunshine Law”.
- **Deadlines:** Application must be completed and submitted to the City of McMinnville Planning & Zoning Department by 12:00 p.m. (noon) fifteen days prior to the meeting.
- An applicant, owner or representative **must attend** the hearing. (Representatives must be documented on the application). If there is no one to present the application it **will not** be considered for a Certificate of Appropriateness. Applicants will need to contact the Planning & Zoning Department in order for the application to be reviewed at the next meeting.
- Each applicant will have five minutes to present the proposed work to the Historic Zoning Commission. It should be concise and to the point.
- **Certificate of Notification:** A letter will be sent to notify the applicant and the owner of the date, time, and place of the hearing. Public notifications will be posted in the local newspaper, the Southern Standard.
- **Certificate of Final Decision:** A letter with an attached signed application will notify each applicant of the Historic Zoning Commission’s final decision for a Certificate of Appropriateness.
- **Appeals Process for Historic Zoning Commission:** Anyone who may be aggrieved by any final order or judgment of the Historic Zoning Commission may have such order reviewed by the 31st Judicial District Circuit Court. Such party shall, within (60) days for the entry of order file a petition with the Circuit Court.

PLEASE NOTE:

- Prior to any installation of signage or construction on a structure a building or sign permit will need to be obtained from the McMinnville Planning & Zoning Department. Failure to obtain the proper permit will result in delay of project and additional permit fees.

SUBMIT APPLICATION TO:

City of McMinnville, Planning & Zoning Department
1266 Belmont Drive Phone: 931-473-1204
McMinnville, TN 37110 Fax: 931-473-6231