



HISTORIC
FRANKLIN
TENNESSEE

Franklin Historic Zoning Commission

Administrative Review Certificate of Appropriateness (COA)

Application & Checklist*

Planning and Sustainability Department

*For Proposed Signage, Fencing, Awnings, and HVAC equipment/screening within the Franklin Historic Preservation Overlay

Effective March 2012

ADMINISTRATIVE REVIEW COA APPLICATION REVIEW GUIDELINES

Application Requirements:

All applications must be complete and include the required supporting materials listed on form. **Two (2) collated copies of the application and all necessary supporting materials** must be submitted to the Preservation Planner at the Planning & Sustainability Department for review. **Staff will determine if the application qualifies for Administrative Review and will issue an Administrative review COA to the applicant within ten (10) working days.** If staff does not find that the application qualifies for Administrative Review, the Preservation Planner will contact the applicant and discuss options for Historic Zoning Commission review.

Building Permit Requirements:

In addition to a COA application, some proposals will require additional permitting from the Building & Neighborhood Services Department at City Hall. **Additional permits will not be issued without proof of a COA.** After application approval, the COA is valid for one (1) year. The COA expires if construction does not begin within 12 months.

All work specifications must be completed as presented and approved: The Preservation Planner and/or the Franklin HZC **must review and approve any modifications or amendments to approved plans** prior to any work taking place.

FRANKLIN HISTORIC DISTRICT DESIGN GUIDELINES

The *Franklin Historic District Design Guidelines* provide guidance for items that may qualify for administrative review. The Preservation Planner consults the design criteria when reviewing applications for eligibility to receive Administrative Review COAs. **Please refer to the guidelines prior to submitting an application.** The guidelines, along with other useful links, are available on the City website at www.franklintn.gov/planning. Select *Historic Preservation Program (HOME)* in the left column, then → *Franklin Historic Zoning Commission & Design Review Committee*.

REQUIRED ADMINISTRATIVE REVIEW COA APPLICATION SUPPORTING MATERIALS

Please consult the list below for the necessary supporting materials to include within the Administrative Review COA application packets. **Two (2) collated copies of the Administrative Review COA Application (pages 2-3) and all necessary supporting materials are required for submittal.**

Signage:

- Description of project
- Specification information that illustrates how proposed signage will look, including notes on dimensions, height, materials, and colors
- Photographs of project site location
- Owner affidavit (if applicant is not the owner)

Fencing:

- Description of project
- Specification information that illustrates how proposed fencing will look, including notes on height, materials, and proposed fencing features
- Site plan that demonstrates proposed location/perimeter of fencing
- Photographs of project site location
- Owner affidavit (if applicant is not the owner)

Awnings:

- Description of project
- Specification information that illustrates how proposed awning will look, including notes on awning dimensions, signage dimensions on awning, awning materials, awning shape, and awning colors
- Specification information for proposed awning materials
- Site plan demonstrating proposed location/perimeter of fencing
- Photographs of project site location, including photograph of full window over which proposed awning will be affixed
- Owner affidavit (if applicant is not the owner)

HVAC Equipment and/or Related Screening:

- Description of project
- Specification information that illustrates how proposed HVAC equipment and/or screening will look, including screening dimensions and materials
- Site plan demonstrating proposed location of equipment and/or screening
- Photographs of project site location
- Owner affidavit (if applicant is not the owner)

Note: The applicant shall provide any additional information as determined by the Planning & Sustainability Department that will be necessary to obtain administrative review by staff.

ADMINISTRATIVE REVIEW

CERTIFICATE OF APPROPRIATENESS APPLICATION

PLANNING & SUSTAINABILITY DEPARTMENT

APPLICANT CONTACT INFORMATION

Applicant:*

Business (if applicable):

Daytime Phone (required):

Email Address (required):

PROPERTY INFORMATION

Project Address:

Property Owner:

Map and Parcel Number:

**NOTE: If the applicant is not the owner, an Owner Affidavit must be completed and submitted to the Planning & Sustainability Department prior to the request being considered for eligibility for Administrative Review.*

PROJECT INFORMATION: WORK SPECIFICATIONS

Check all that apply.

<p><input type="checkbox"/> Signage</p> <p>Zoning: <input type="checkbox"/> Commercial <input type="checkbox"/> Office Residential</p> <p>Type: <input type="checkbox"/> Wall-Mounted <input type="checkbox"/> Post-and-Arm <input type="checkbox"/> Projecting Arm <input type="checkbox"/> Freestanding (not Post-and-Arm) <input type="checkbox"/> Hanging (not Projecting Arm) <input type="checkbox"/> Awning Signage <input type="checkbox"/> Sandwich Board Signage <input type="checkbox"/> Other (please explain within Narrative)</p> <p>Height of proposed signage (if applicable):</p> <hr/> <p>Dimensions of proposed sign face:</p> <hr/>	<p><input type="checkbox"/> Awning</p> <p>Zoning: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential or Office Residential</p> <p>Indicate shape of window over which proposed awning will be affixed:</p> <hr/> <p><input type="checkbox"/> HVAC Equipment and/or HVAC Screening</p> <p>Zoning: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential or Office Residential Type: <input type="checkbox"/> Equipment Installation <input type="checkbox"/> Mechanical Screening</p> <p><input type="checkbox"/> Fencing</p> <p>Zoning: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential or Office Residential</p>
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OWNER AFFIDAVIT

City of Franklin, Tennessee

We/I _____

(Please print Name/Names in Full)

being duly sworn, depose and say(s) that (I am)/(we are) the owner(s) of the property described as:

(Property Parcel/Tax ID Number)

and located at:

(Street Address)

am fully aware of the request for development approval in the City of Franklin, Tennessee. Furthermore, (I)/ (we) hereby appoint

(Please print Name/Names in Full)

to act as my/our authorized agent on my/our behalf on all matters pertaining to the processing and obtaining the application with the exception of legal documents for recording purposes.

Signature

Property Owner Mailing Address

City, State & Zip

Subscribed and sworn to before me this

_____ day of _____, 20_____.

Notary Public

My Commission Expires:_____