



HISTORIC
FRANKLIN
TENNESSEE

Franklin Historic Zoning Commission

Certificate of Appropriateness (COA) Application & Checklist Planning and Sustainability Department

For Exterior Alterations within the Franklin Historic Preservation Overlay

Refer to Administrative Review COA application regarding proposed signage, fencing, awnings, and HVAC equipment/screening

Effective March 2012

COA APPLICATION REVIEW GUIDELINES

Application Requirements:

All applications must be complete and include the required supporting materials listed on this form. **Twelve (12) collated copies of the application (pages 2-3) and all necessary supporting materials** must be submitted to the Preservation Planner at the Planning & Sustainability Department for review. **Incomplete COA applications will not be forwarded to the HZC for consideration.**

Application Deadlines:

Applications and support materials must be submitted fifteen (15) days prior to the regular Historic Zoning Commission (HZC) meeting. Regular HZC meetings take place on the second Monday of each month at 5:00 PM in Franklin City Hall.

Application Representation:

The applicant or an authorized representative of the applicant must attend the public HZC meeting to support the application. At the meeting, staff will present a recommendation for the item, and then the applicant will be provided an opportunity to discuss the proposed scope of work and answer any commission questions.

Building Permit Requirements:

In addition to a COA application, most proposals will require additional permitting from the Building & Neighborhood Services Department at City Hall. **Building or demolitions 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 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 most commonly proposed changes. The HZC consults the design criteria when reviewing applications for 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 APPLICATION SUPPORTING MATERIALS

Please consult the list below for the necessary supporting materials to include within COA application packets. **Twelve (12) collated copies of the application (pages 2-3) and all necessary supporting materials are required for submittal.**

New Construction, New Additions, Porch/Deck Projects

- Description of project and proposed materials
- Site plan
- Lot survey
- Architectural elevations or drawings
- Photographs of project site location
- Owner affidavit (if applicant is not the owner)

Exterior Alterations

- Description of project and proposed materials
- Photographs of project site location
- Architectural elevations or drawings (for roof structure alterations)
- Specification information for any proposed materials/architectural features
- Documentation of earlier historic appearance (restoration only)
- Owner affidavit (if applicant is not the owner)

Demolition, Relocation

- Please consult the *Franklin Historic District Design Guidelines*. Pre-application meeting with the City Preservation Planner is required for proposed principal structure demolitions and relocations.

Note: The applicant shall provide any additional information as determined by the Planning & Sustainability Department that will be necessary to obtain a review by staff and/or by the Franklin Historic Zoning Commission.

CERTIFICATE OF APPROPRIATENESS APPLICATION

FRANKLIN HISTORIC ZONING COMMISSION

APPLICANT CONTACT INFORMATION

PROPERTY INFORMATION

<p>Applicant:*</p> <hr/> <p>Business (if applicable):</p> <hr/> <p>Daytime Phone (required):</p> <hr/> <p>Email Address (required):</p> <hr/>	<p>Project Address:</p> <hr/> <p>Property Owner:</p> <hr/> <p>Map and Parcel Number:</p> <hr/> <p><small>*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 added to the HZC agenda for review.</small></p>
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PROJECT INFORMATION: WORK SPECIFICATIONS

Check all that apply.

<p><input type="checkbox"/> New Construction (does not include additions)</p> <p>Type: <input type="checkbox"/> Principal Structure <input type="checkbox"/> Accessory Structure Zoning: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential or Office Residential</p>	<p><input type="checkbox"/> Porch or Deck Project</p> <p>Type: <input type="checkbox"/> Principal Structure <input type="checkbox"/> Accessory Structure Zoning: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential or Office Residential</p>
<p><input type="checkbox"/> New Addition</p> <p>Type: <input type="checkbox"/> Principal Structure <input type="checkbox"/> Accessory Structure Zoning: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential or Office Residential</p>	<p><input type="checkbox"/> Windows or Exterior Doors</p> <p>Type: <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration via Enclosure or Opening <input type="checkbox"/> Shutters</p>
<p><input type="checkbox"/> Demolition</p> <p style="color: red;">(Note: Pre-application meeting with staff is required for proposed demolition of primary structures)</p> <p>Type: <input type="checkbox"/> Principal Structure <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Site Features Zoning: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential or Office Residential</p> <p style="color: red;">Demolition COA application is based on the following criteria (see Franklin Historic District Design Guidelines):</p> <p><input type="checkbox"/> Loss of architectural and historical integrity and its removal will not adversely affect the district's historic character</p> <p><input type="checkbox"/> Denial of demolition will result in unreasonable economic hardship on the applicant (please refer to <i>Guidelines</i> Evidentiary Checklist)</p> <p><input type="checkbox"/> Public safety and welfare requires the removal of the structure(s)</p> <p><input type="checkbox"/> Structural instability or deterioration of structure(s) as Demonstrated through report by structural engineer or architect. Report clearly details physical condition of structure(s), reasons why rehabilitation is not feasible, and cost estimates for rehabilitation versus demolition. Additional report details proposed future action on site.</p>	<p><input type="checkbox"/> Relocation</p> <p style="color: red;">(Note: Pre-application meeting with staff is required for proposed relocation of primary structures)</p> <p>Type: <input type="checkbox"/> Principal Structure <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Site Features Zoning: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential or Office Residential</p> <p><input type="checkbox"/> Other Exterior Alteration(s)—Please indicate below:</p> <p><input type="checkbox"/> Roofing/Roof Structures (Dormers, Chimneys)</p> <p><input type="checkbox"/> Exterior Door Replacement/Alterations</p> <p><input type="checkbox"/> Foundation Alterations</p> <p><input type="checkbox"/> Exterior Siding/Finishes/Masonry</p> <p><input type="checkbox"/> Exterior Lighting</p> <p><input type="checkbox"/> Other (explain)</p> <p>• _____</p> <p>• _____</p> <p>• _____</p> <p><small>*NOTE: Refer to Administrative Review COA application regarding proposed signage, fencing, awnings, and/or HVAC equipment/screening.</small></p>

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:_____