

Certificate of Appropriateness (COA) Checklist

Submittals shall include nine (9) hard copies delivered to the Department of Planning and Sustainability

New Construction, New Additions, and Porch or Deck Projects	
1	Completed Certificate of Appropriateness Application
2	Signed & notarized Owner Affidavit
3	Description of project and proposed materials
4	Site plan
5	Lot survey to substantiate required setbacks, as applicable
6	Architectural elevations or drawings
7	Photographs of project site location
8	Any additional information, as determined by City Staff, necessary to obtain an adequate review
Exterior Alterations	
1	Completed Certificate of Appropriateness Application
2	Signed & notarized Owner Affidavit
3	Description of project and proposed materials
4	Architectural elevations or drawings (for roof structure alterations)
5	Specification information for any proposed materials/architectural features
6	Documentation of earlier historic appearance (for restoration only)
7	Any additional information, as determined by City Staff, necessary to obtain an adequate review
Demolition, Relocation	
1	Please consult the Franklin Historic District Design Guidelines. Pre-application meeting with City Preservation Planner is required for proposed principal structure demolitions and/or relocations.
Signs	
1	Completed Administrative Review Certificate of Appropriateness Application
2	Signed & notarized Owner Affidavit
3	Description of project
4	Specification information that illustrates how the proposed signage will look, including notes on dimensions, height, materials, and colors
5	Photographs of project site location(s)
Fencing	
1	Completed Certificate of Appropriateness Application
2	Signed & notarized Owner Affidavit
3	Description of project
4	Specification information that illustrates how proposed fencing will look, including notes on height, materials, and proposed fencing features
5	Site plan that demonstrates proposed location/perimeter of fencing
6	Photographs of project site location
Awnings	
1	Completed Certificate of Appropriateness Application
2	Signed & notarized Owner Affidavit
3	Description of project
4	Specification information that illustrates how proposed awning(s) will look, including notes on awning dimensions, signage dimensions on awning(s), awning materials, awning shape, and awning colors
5	Site plan demonstrating proposed location/perimeter of awning placement

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6	Photographs of project site location, including photograph of full window(s) over which proposed awning(s) will be affixed
HVAC Equipment and/or Related Screening	
1	Completed Certificate of Appropriateness Application
2	Signed & notarized Owner Affidavit
3	Description of project
4	Specification information that illustrates how proposed HVAC equipment and/or screening will look, including screening dimensions and materials
5	Site plan demonstrating proposed location of equipment and/or screening
6	Photographs of the project site location