



# City of Lawrenceburg, Tennessee

## Historical Zoning Commission

Certificate of Appropriateness Application — For New Construction, Additions, Fences, Demolition, and other Exterior Changes

### Certificate of Appropriateness (COA) APPLICATION REVIEW GUIDELINES:

#### Application Requirements:

All applications must be complete and include the required supporting materials listed on the reverse side of this form. **Two (2) collated copies of the application and all supporting materials** must be submitted to the Codes Department at the City of Lawrenceburg 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 Historical Zoning Commission (HZC) meeting. Regular HZC meetings take place on the first Thursday of each month at 5:00 PM in the City Municipal Complex.

#### Application Representation:

The applicant or an authorized representative of the applicant must attend the public HZC meeting to support the application.

#### Building Permit Requirements:

In addition to a COA application, most proposals will require a building permit from the Codes Department of the City Administration. Building 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 Lawrenceburg HZC **must review and approve** any modifications or amendments to approved plans prior to any work taking place.

### CONTACT INFORMATION

\*Applicant: \_\_\_\_\_

Business (if applicable): \_\_\_\_\_

Daytime Phone (required): \_\_\_\_\_

Email Address: \_\_\_\_\_

**NOTE:** If applicant is not the owner, a letter from the owner authorizing proposed work must be included. Please include owner's phone number and email address.

### PROPERTY & PROJECT INFORMATION

Project Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

#### Map and Parcel Number:

#### Brief Description of Project (Check all that apply):

New Construction  Rehabilitation

Commercial  Residential

Demolition/Relocation

New Addition  Fence/Wall(s)

Other Projects (See Reverse Side)

(Examples: awning, roof/roof structures, foundation work, window installation and alterations, exterior doors, exterior lighting, siding changes, shutters)

**\*IMPORTANT: PLEASE PROVIDE COMPLETE DETAILS OF ALL PROJECT SPECIFICATIONS ON THE REVERSE SIDE OF THIS APPLICATION**

Number of Stories: \_\_\_\_\_

Height (from ground level to roof peak): \_\_\_\_\_

#### Square Footage (List for new construction, addition & porch/deck projects only):

Lot Square Footage: \_\_\_\_\_

Total Square Footage: \* \_\_\_\_\_

Footprint Square Footage: \* \_\_\_\_\_

\* 'Footprint' refers to the square footage of the bottom story of a building/structure. 'Total' square footage refers to the square footage of all stories of the stories of the structure combined.