



City of Lawrenceburg, Tennessee

Historical Zoning Commission

Certificate of Appropriateness Signage Application — For Signage Applications Only- See other application form for other exterior changes

Certificate of Appropriateness (COA) SIGNAGE APPLICATION REVIEW GUIDELINES:

Application Requirements:

All applications must be complete and include the required supporting materials listed on the reverse side of this form. **Twelve (12) 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 second Monday of each month at 6:60 PM in the City Administration Building Court Room.

Application Representation:

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

Sign Permit Requirements:

In addition to a COA application, most proposals will require a sign permit from the Codes Department of the City Administration. Sign 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:

Staff and/or the Lawrenceburg HZC **must review and approve** any modifications or amendments to approved signage plans prior to installation.

CONTACT INFORMATION

*Applicant: _____

Business (if applicable):

Daytime Phone (required): _____

Email Address: _____

PROPERTY & PROJECT INFORMATION

Project Address: _____

Property Owner: _____

Zoning District: ___ Residential ___ Non-Residential

Illumination: ___ External ___ None

*Please Note: Exposed or visible neon and/or LED signage is prohibited.

Brief Description of Signage (Check all that apply):

*Please Note: No more than 3 signs are recommended in the guidelines.

Attached Signage:

Square Footage of Signage:

___ Awning _____
___ Hanging _____
___ Wall-Mounted _____
___ Projecting Arm _____

Freestanding:

Height of Signage:

___ Post & Arm _____
___ Monument _____
___ Sandwich Board _____

Other (please explain): _____

