

**CITY OF MCMINNVILLE
APPLICATION FORM
FOR
CERTIFICATE OF APPROPRIATENESS**

1. This form must be completely filled out before the application will be accepted and placed on the City of McMinnville Historic Zoning Commission agenda.
2. Inquire with the McMinnville Planning and Zoning Department as to the deadline for the application and the scheduled date and time in which the application will be reviewed by the Commission. A letter will be sent to notify the applicant, owner, or representative of the meeting date and time, with public notice being posted in the *Southern Standard* under provisions of Tennessee's Sunshine Law.
3. The applicant, owner, or representative must attend the meeting in which the application is being reviewed. If there is no one present it will not be considered for a Certificate of Appropriateness.
4. Each applicant will have five (5) minutes to present the proposed work to the Commission. It should be concise and to the point.
5. Appeals Process for Decisions by the McMinnville Historic Zoning Commission: Anyone who may be aggrieved by any final order or judgment of the Commission may have such order or judgment reviewed by the courts, by the procedure of statutory certiorari, in the Warren County Chancery Court. Such party shall, within sixty (60) days for the entry of order, file a petition with the Chancery Court.

PROPERTY OWNER

NAME: _____

ADDRESS: _____

PHONE NUMBERS: (WORK) _____ (HOME) _____

APPLICANT OR REPRESENTATIVE (if different from property owner)

NAME: _____

ADDRESS: _____

PHONE NUMBERS: (WORK) _____ (HOME) _____

RELATIONSHIP TO OWNER: Lessee Contractor Architect Other (explain) _____

PROPERTY DESCRIPTION & LOCATION

ADDRESS: _____

TAX MAP IDENTIFICATION: MAP #: _____ GROUP # _____ PARCEL # _____

AGE OF STRUCTURE: _____ NATIONAL REGISTER OF HISTORIC PLACES Yes No

(ATTACH PROPERTY MAP WITH APPLICATION)

PROPOSED WORK REQUIRING CERTIFICATE OF APPROPRIATENESS (COA)

Type of Work

_____ New Construction _____ Demolition _____ Exterior Alteration or Repair

Check all items below that apply to the above

- | | |
|---|--|
| _____ Architecture Features
(decorative ornamentation) | _____ Material Changes
(wood, brick, metal) |
| _____ Awnings or Canopy | _____ Retaining Walls |
| _____ Deck | _____ Roofing
(any alteration) |
| _____ Door | _____ Shutters |
| _____ Facade
(elements or materials) | _____ Sidewalks |
| _____ Fence | _____ Siding
(any alteration)\ |
| _____ Guttering | _____ Signs (size _____)
(lighted) ___ Yes ___ No |
| _____ Light Fixture | _____ Windows |
| _____ Parking Lots
(paving, landscaping) | _____ Other
(If not listed above) |
| _____ Porch | |

For Exterior Alteration or Repairs:

List and describe in detail all work to be done for each item checked above. Include sketches, photos, specifications, manufacturer's illustrations or other descriptions of proposed changes to the building's exterior. Major alterations to architectural features require detailed drawing plans. Provide photos and descriptions of existing original materials. Also include photo descriptions and dimensions of proposed work (sample of new materials may be requested).

For New Construction:

Describe the nature of the proposed project. Include the following when appropriate:

- Site plan with measured distances (include landscaping).
- Elevation drawings at 1/4 inch scale of each effected facade and specification that clearly show the exterior appearance of the project.
- Samples or other descriptions of materials to be used.
- Drawing or other description of site improvement such as fences, sidewalks, lighting, pavement, decks, etc.
- Include photos of proposed site and adjacent properties.

Demolition of Structures:

- Describe the structure's condition, historical significance, and reason for demolition (include photos of structures).
- Describe the proposed reuse of the site that includes required information for the new construction of a structure.
- Any applicant denied a Certificate of Appropriateness seeking to demolish a landmark or contributing structure can apply for a Certificate of Economic Hardship within thirty (30) days thereafter the review of the applicant. For more information, contact the City of McMinnville Planning and Zoning Department.

I have read and understand the information provided in this application concerning the process for the obtainment or denial of a Certification of Appropriateness (COA).

Applicant Signature: _____ Date: _____

FOR STAFF USE ONLY

Date Received: _____ Approved ____ Disapproved ____ Continuance (to a later meeting) ____

Approved as Modified (below listed conditions):

1. _____
2. _____
3. _____

Signature of HZC Chairperson: _____ Date acted on: _____

I hereby agree to the above conditions for obtaining a COA (Initial of Applicant): _____

Main Street McMinnville

Main Street McMinnville is a non-profit 501(c)(3) organization dedicated to the revitalization and development of Downtown McMinnville. The mission of this organization is to establish a partnership between the public and private sectors dedicated to revitalizing the downtown area, with emphasis on community livability, economic restructuring, and historic preservation.

More specifically, Main Street McMinnville is a certified National Main Street Program and a Tennessee Main Street Program through the Tennessee Department of Economic and Community Development. Main Street McMinnville operates the program under a four-point approach to downtown revitalization of Organization, Promotion, Design, and Economic Restructuring. Each of the four points is planned and implemented through four separate committees bearing the same name under professional management.

Main Street, McMinnville offers free design assistance to any property owner or business in Downtown McMinnville. The service may include assistance with:

- Historic Zoning Commission Applications for Certification of Appropriateness,
- Facade Design, and/or Signage Design.

Main Street McMinnville offers financial incentives to assist property owners and businesses with the purchase and renovation of their properties. The incentives include:

- Awning Grants (subject to availability of funds)
- Facade Grants (subject to availability of funds)
- Federal Tax Credits

For additional information or question concerning these incentives and support please contact:

Main Street McMinnville, Inc.
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(931) 506-5335
mainstmcminn@blomand.net