



Creating a better quality of life

HZC Application Fees	
Certificate of Appropriateness	
HZC Application (Goes to Meeting)	\$150.00
HZC Application (Admin Approval)	\$ 75.00

To initiate a Historic Zoning Commission Application, an applicant must submit the following:

1. A completed HZC Application Certificate of Appropriateness (below).
2. A non-refundable application fee (prices listed above).
3. Meet with HZC Planner about application.

To be completed by applicant: Date: _____

Owner: _____

Owner's Address: _____ Phone: _____

Address of Property (if different than above) _____

Current Use: _____

Describe property / structure (e.g. architectural style, date of construction, condition of structure, history of structure, if known, etc.)

Is this a "contributing" structure? Yes _____ No _____

Is the property or structure listed on the National Register of Historic Places? Yes _____ No _____

Check proposed action(s):

____ Alteration ____ Addition ____ Demolition ____ New Construction

____ Exterior Repairs / Maintenance (No Appearance Changes)

Description of the work to be performed on the property:

Provide: Photographs, scaled drawings of the plans, elevations and materials to assist the Commission in deciding

Architect: _____

Address: _____ Phone: _____

Contractor: _____

Address: _____ Phone: _____

Is there an application relevant to this property and the subject of modifications or improvements pending or contemplated before the Board of Zoning Appeals, Planning Commission or City Council?

____ Yes ____ No

If yes, please specify: _____

Who will represent the owner at the Historic Zoning Commission meeting?

Note: The representative needs to be present at the meeting to answer questions and should have the authority to commit the owner to make changes suggested or required by the Historic Zoning Commission.

Name: _____ Phone: _____

Address: _____

Title or Relationship to Owner: _____

Information:

There will be two inspections **prior** to completion of the Certificate of Appropriateness. One near midway of the project and one at the completion of the project. Call 615-893-6441 at least two working days prior to each the inspection. Upon completing the project, according to the application, the owner will receive a copy of the Certificate of Appropriateness in the mail.

Please complete these forms and submit them to the Planning Department by 3:00 p.m. on the submittal date indicated on the HZC yearly calendar.

Approvals for Certificates of Appropriateness allow six months to begin construction. If work has not commenced with that timeframe, the approval will be expired.

SIGNATURE OF OWNER: _____

SIGNATURE OF AGENT (when applicable): _____

******For Office Use Only******

Date received: _____ Receipt #: _____ Amt Paid: _____ HZC #: _____