



City of McMinnville, Tennessee

1266 Belmont Drive | P.O. Box 7088

McMinnville, TN 37111

www.mcminnvilletn.gov

Community Development Department

931-473-1204

Certificate of Appropriateness Application Form

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 NUMBER: _____ EMAIL: _____

APPLICANT OR REPRESENTATIVE (if different from property owner)

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

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

- | | |
|---|---|
| <input type="checkbox"/> Architecture Features (decorative ornamentation) | <input type="checkbox"/> Material Changes (wood, brick, metal) |
| <input type="checkbox"/> Awnings or Canopy | <input type="checkbox"/> Retaining Walls |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Roofing (any alteration) |
| <input type="checkbox"/> Door | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Façade (elements or materials) | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Siding (any alteration) |
| <input type="checkbox"/> Guttering | <input type="checkbox"/> Signs (size: _____) |
| <input type="checkbox"/> Light Fixture | Is it lighted? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Parking Lots (paving, landscaping) | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Porch | <input type="checkbox"/> Other (If not listed above) |

Description of Existing Original Material and Proposed Work (Attach a separate sheet if more room needed):

Required Documentation – Check off required documentation included with application

For Exterior Alteration or Repairs:

- Sketches, photos, specifications, manufacturer's illustrations and/or other visualizations of proposed changes to the building's exterior including dimensions of proposed work (sample of new materials may be requested)
- Photos of proposed site and adjacent properties
- Detailed drawing plans (Major alterations to architectural features only)

For New Construction:

- 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 improvements such as fences, sidewalks, lighting, pavement, decks, etc.
- 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 Community Department.

BRIEF HISTORY OF THE BUILDING (IF KNOWN)

Please provide information about previous owners, tenants, or other significant people associated with the building. Also list any previous repairs, additions, or changes to the building:

ACKNOWLEDGEMENT

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): _____

EVALUATION OF CERTIFICATE OF APPROPRIATE APPLICATION

When evaluating an application for a certificate of appropriateness, the Historic Zoning Commission considers, among others, the following criteria:

1. Whether the proposed action would complement other structures within the H-1 District;
2. Whether the proposed action complies with the applicable guidelines in the Secretary of the Interior publication, "Standards for Rehabilitation" (<https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>) and our Historic District Design Guidelines (<http://cms2.revize.com/revize/mcminnvilletn/Historic%20Design%20Guidelines.pdf>).
3. In the case of removal or demolition, whether the structure could not be rehabilitated and used for a conforming purpose with reasonable efforts; and
4. In the case of removal or demolition, whether the structure is without substantial historic or architectural significance.

For the full list of criteria for evaluation see Section 14-512.7A in the Official Zoning Code of McMinnville, Tennessee.

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
- Information on McMinnville's Payment in Lieu of Taxes (PILOT) tax abatement program

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

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