

CITY OF LEBANON, TENNESSEE

Lebanon Historic Preservation Commission
Application for Certificate of Appropriateness (COA)



Project Address: _____

Lebanon Historic District Design Guidelines:

The *Lebanon Historic District Design Guidelines* provide guidance for construction, rehabilitation, repair and demolition of structures with the City of Lebanon's Historic Districts. The City Staff consults the design criteria when reviewing applications for eligibility to receive COAs. **Please refer to the guidelines prior to submitting an application.** The guidelines, along with other useful links, are available on the City website at www.lebanontn.org/297/Historic-Preservation-Commission and www.lebanontn.org/212/Historic-Districts.

Pre-application Conference Suggested:

Staff offers, as a service to applicants/property owners, the opportunity for a Pre-application Conference with Staff before an application is forwarded to the Historic Preservations Commission (HPC) for consideration. At this meeting, Staff will review submittal requirements, deadlines, and even provide a critique of what the HPC will likely expect with the application. Contact the Planning Department at 615-444-3647 to schedule the Pre-application Conference if you are interested.

Application Deadlines and Submittal Requirements:

Applications and support materials must be submitted 4 weeks prior to the regular (HPC) meeting. Regular HPC meetings take place on the 2nd Tuesday of each month at 5:00 PM in Town Hall Meeting Room (200 N. Castle Heights Avenue). A submittal deadline and meeting calendar can be found online at www.lebanontn.org/297/Historic-Preservation-Commission. **Incomplete COA applications will not be forwarded to the HPC for consideration.**

Project Address: _____

Tax Map/Group Number _____ Parcel _____

Historic District: _____

Applicant:

Name _____

Address _____

Telephone _____ Email _____

Owner (If not the applicant):

Name _____

Address _____

Telephone _____ Email _____

I (We) the undersigned do hereby respectfully make application for a Certificate of Appropriateness for the following plans and proposals to be undertaken within the boundaries of the Historic District.

Signature of Owner/Applicant

IF THE APPLICANT IS DIFFERENT THAN THE PROPERTY OWNER, THE OWNER AFFIDAVIT MUST BE COMPLETE.

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Building Permit Requirements:

In addition to a COA application, some proposals will require additional permitting from the Building Inspections Department at City Hall. Additional permits will not be issued without proof of a COA. After application approval, the COA is valid for eighteen (18) months. The COA expires if construction does not begin within six (6) months.

REQUIRED SUPPORTING MATERIALS:

Please check the list below for which materials may be necessary for design review of a particular project:

New Buildings, Additions, Restoration/ Rehabilitation:

- Cover letter with narrative description of project
- Site Layout/Plot Plan (New Buildings & Additions Only)
- Architectural elevations or sketches
- Description of materials, samples, etc.
- Photographs (current) of site/building
- Documentation of earlier historic appearance (Restoration Only)
- Other information as requested by Staff.

Exterior Changes:

- Cover letter with narrative description of project
- Description of materials, samples, etc.
- Photographs (current) of site/building
- Site Changes: Fences, Walls, & Other Site Features
- Site plan or sketch of site
- Architectural elevations or sketches (If applicable)
- Other information as requested by Staff.

Demolition:

- Cover letter with justification (see Guidelines)
- Existing Conditions Plan/Survey
- Photographs (current) of site/building
- Other information as requested by Staff.

Signage:

- Cover letter with narrative description of project
- Sign Drawing with materials specifications and dimensions
- Description of materials, samples, etc.
- Exhibit showing proposed location of the sign/s
- Photographs (current) of site/building
- Other information as requested by Staff.

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Project Address: _____



CITY OF LEBANON

OWNER AFFIDAVIT

We/I _____

(Please print Name/Names in Full)

being duly sworn, depose and say(s) that (I am)/(we are) the owner(s) of the property described as:

(Property Parcel/Tax ID Number)

and located at:

(Street Address)

am fully aware of the request for development approval in the City of Lebanon, Tennessee. Furthermore, (I)/(we) hereby appoint

(Please print Name/Names in Full)

to act as my/our authorized agent on my/our behalf on all matters pertaining to the processing and obtaining the application with the exception of legal documents for recording purposes.

Signature

Property Owner Mailing Address

City, State & Zip

Subscribed and sworn to before me this

_____ day of _____, 20_____.

Notary Public

My Commission Expires: _____