

# 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](http://www.lebanontn.org/297/Historic-Preservation-Commission).

## 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 14 days prior to the regular (HPC) meeting. Regular HPC meetings take place on the 2<sup>nd</sup> 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](http://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.**

200 North Castle Heights Avenue • Lebanon, TN 38087 • (615) 444-3647 • Fax (615) 444-1515

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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 the 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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### DETAILED PROJECT DESCRIPTION:

Check all that would be included in the scope of work:

- Roofing (New)
- Signage
- Painting of Exterior Masonry
- Exterior Doors
- Windows
- Roof Structures (Dormers/Chimneys)
- Shutters

- Exterior Finishes/Masonry/Siding
- Foundation
- Porch/Deck/Balcony/Awnings
- Fencing or Walls
- Accessory Structure (shed, garage, etc.)
- What is being demolished or relocated?
  - Main Building (all or parts)
  - Garage or Outbuilding
- Other (explain below)

Additional description of the proposed project (this information could also be included in the cover letter):

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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: \_\_\_\_\_