

COOKEVILLE HISTORIC ZONING COMMISSION

ADMINISTRATIVE RULES AND PROCEDURES

(Adopted MAY 8, 2001; Revised and re-adopted June 11, 2019)

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COOKEVILLE HISTORIC ZONING COMMISSION

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INTRODUCTION

The Cookeville Historic Zoning Commission is established under provisions in the Cookeville Zoning Code. The members of the Historic Zoning Commission are appointed by the Mayor of the City of Cookeville, with approval by the Cookeville City Council.

The Historic Zoning Commission is authorized under enabling legislation adopted by the State of Tennessee for the purpose of promoting the educational, cultural and economic welfare of its people, strengthening the economy of the state and local governments by stabilizing and improving property values, encouraging rehabilitation and new construction and development that will be harmonious with historic structures, areas and districts, and preserving and rehabilitating significant. The enabling legislation established designation for both districts and single properties, duplicating the criteria for listing properties on the National Register of Historic Places. Those criteria are: 1) that a property is associated with an event which has made a significant contribution to local, state or national history; 2) includes structures associated with the lives of persons significant in local, state or national history; 3) contains structures or groups of structures which embody the distinctive characteristics of a type, period or method of construction or representing the work of a master, or possessing high artistic values, or representing a significant and distinguishable entity whose components may lack individual distinction; 4) that have yielded or may be likely to yield archaeological information important in history or prehistory; or 5) that it is listed on the National Register of Historic Places.

The state enabling legislation specified that a local historic district is designated by means of an overlay zone which does not specify use. The legislation further provides that any property owner making external changes to designated structures may not be issued a building permit unless the owner first obtains a Certificate of Appropriateness, issued by the Historic Zoning Commission, which specifies that the contemplated changes do not negatively affect the historic or architectural value of the structure, the relationship of the exterior architectural features to surrounding structures, the compatibility of design, arrangement, texture and materials proposed, and any other factor which is reasonable related to the purposes of the legislation. In determining how the proposal meets these criteria, the local historic zoning commissions either use the Secretary of Interior's *Standards for Rehabilitating Historic Buildings* or cause design guidelines to be prepared and adopted. The design guidelines are based on the principles contained in the *Standards*, but contain more specific information about the buildings to which they apply.

These *Administrative Rules and Procedures* are requirements in addition to those specified in the Cookeville Zoning Code and the by-laws adopted by the Historic Zoning Commission. They set forth requirements of the Historic Zoning Commission, staff and applicants for preparing proposals to be brought before the commission, for reporting actions of the Historic Zoning Commission, and for reporting actions and conducting other matters on behalf of the Historic Zoning Commission. The adoption of the *Administrative Rules and Procedures* contained in this report conform to the by-laws of the Historic Zoning Commission and comprise a day to day operating manual that insures consistent handling of historic designation and other matters considered by the Historic Zoning Commission.

The Cookeville Historic Zoning Commission is staffed by the Cookeville Department of Planning staff, and their records will be maintained at the office of the Department of Planning. The following documents connected with the activities of the Historic Zoning Commission are maintained at the Planning Department office:

- Minutes of the meetings of the Historic Zoning Commission;
- Copies of the Cookeville Zoning Code which contain the provisions establishing the Cookeville Historic Zoning Commission;
- Maps, designation reports and design guidelines which apply to designated historic overlay properties;
- Current staff reports, studies and recommendations.

ARTICLE I

APPLICATIONS – DEADLINES – SCHEDULING PUBLIC HEARINGS- REPORTS-COMMISSION ACTION

SECTION 1: APPLICATIONS

All applications for designation, decertification or Certificates of Appropriateness to the Cookeville Historic Zoning Commission shall be submitted in writing to the Cookeville Department of Planning staff on forms available in the Department of Planning office and on the City of Cookeville Planning Department website. Data required for each application and specified on the forms is as follows:

A. Application for Historic Overlay Zoning

1. Name of applicant.
2. Historic name of property.
3. Common name of property.
4. Address or boundaries of property.
5. Statement of significance. Included in this section of the application should be all the information that proves the property for which application is being made is significant. The age of the building should be recorded. Also, a discussion of the original owners or residents and subsequent residents or owners, the architect or builder, and a discussion of historic events or representations represented by the property should be included.
6. Architectural description. This section of the application should contain a description of the building and its site. If the application is for a historic district, descriptions of each building should be included with an indication whether each is contributing or non-contributing. Site features such as fences, walls, outbuildings, walks or landscaping should be included. If the original appearance of the buildings have been offered, but that appearance is still discernible or known, both the original and current appearance should be described. Changes which have occurred to the property and its surroundings over time should be included. The application should mention whether the building is listed on the National Register of Historic Places.
7. Location map. A location map should be attached to each application, with the general location of the property noted.

8. Listing of property owners and addresses. Whether application is being made for a single property or a district, the names of property owners and their addresses. If the property is a district, at least 51% of the owners of the property should agree to the designation by signing a petition in the affirmative; however, the names of those who oppose the designation should also be included.
9. Petitions for designation. The application should include indications of consent or opposition from the owners of property for which designation is being made. If the property is a district, at least 51% of the owners of the property should agree to the designation by signing a petition in the affirmative; however, the names of those who oppose the designation should also be included.

NOTE: Each Application for Historic Overlay Zoning must be accompanied by an Application for Rezoning, to be filed at the office of the Cookeville Department of Planning.

B. Application for Decertification of Historic Designation

1. Name of applicant.
2. Historic name of property as shown on the designation application.
3. Common name of property as shown on the designation application.
4. Address and boundaries of designated property for which decertification is being sought.
5. Description of deteriorated significance. Included in this section of the application should be all the information that proves the property for which application is being made has lost its significance. The original description of significance should be carefully examined and reasons why significance has been lost should be explained.
6. Architectural description. This section of the application should contain a description of the building and its site. If the application is for a historic district, descriptions of each building should be included with an indication whether each is contributing or non-contributing. Site features such as fences, walls, outbuildings, walks or landscaping should be included. If the original appearance of the buildings have been altered, causing the application for decertification to be filed, the current appearance of the structure or structures and ways in which its appearance at the time of designation has been altered should be included. The application should mention whether the building is listed on the National Register of Historic Places, and should indicate whether a decertification from National Register listing is also being sought.

7. Location map. A location map should be attached to each application, with the general location of the property noted.
8. Boundary map. Each application should contain a boundary map of the property for which decertification is desired. The zoning classification should be noted.
9. Photographs. If application is being made for a district decertification, color digital JPG format photographs should be included for each property proposed for the district. All photographs should be labeled with the property address and date of photograph.
10. Listing of property owners and addresses. Whether decertification is being made for a single property or a district, the names of property owners and their addresses should be included. If the property is a district, the names should be numbered and correlated to corresponding numbers placed on each of the district's component properties.
11. Petitions for decertification. The application should include indications of consent or opposition from the owners of property for which decertification is being made. If the property is a district, at least 51% of the owners of the property should agree to the decertification by signing a petition in the affirmative; however, the names of those who oppose the decertification should also be included.

NOTE: Each Application for Removal of Historic Overlay zoning must be accompanied by an Application for Rezoning, to be filed at the office of the Cookeville Planning Department.

C. Application for Certificate of Appropriateness

For property that is designated historic, a Certificate of Appropriateness must be obtained before a Building Permit can be obtained for exterior changes. The purpose of this procedure is to guide property owners towards making changes that do not destroy the value or harm the structural integrity of historically and architecturally significant structures. The application form includes the following information.

1. Name of the applicant, together with telephone numbers, address, and relationship with the property owner.
2. Name and address of the owner of the property for which a building permit is being sought.
3. The location of the property, including the address and Map and Parcel number from the Putnam County Tax Maps.

4. The type of work for which a building permit is being sought.
5. A description of the work, including façade elevations and sketch plans for new construction, and brochures which describe any material that differs in type from the original materials with which the structure would have been constructed. If a demolition permit is being applied for, the degree of deterioration of the structure and the reasons for demolition should be thoroughly discussed, and the proposed reuse of the site should be discussed. If a structure is being moved, the new site and the structure's location on it, together with proposed site amenities, should be included.

NOTE: The Cookeville Historic Zoning Commission judges each Certificate of Appropriateness application on the degree to which it meets the criteria in the design guidelines or Secretary's Standards that are applicable to the property for which application is being made. The Commission may also consider why adherence to those criteria would deprive the property owner of reasonable economic return of the property.

SECTION 2: CLOSING DATE FOR FILING APPLICATIONS

The closing date for filing all applications that require approval of the Historic Zoning Commission shall be fourteen (14) days prior to the regular meeting of the commission, which takes place on the second Tuesday of each month at 5:00 p.m. when business is scheduled.

SECTION 3: SCHEDULING PUBLIC HEARING

All applications to be considered by the Historic Zoning Commission which have been received prior to the closing date in Section 2 shall be scheduled for hearing at the next meeting of the Cookeville Historic Zoning Commission. Three (3) days after the closing date each month a listing of all applications will be forwarded to all members of the Cookeville Historic Zoning Commission.

SECTION 4: STAFF STUDY AND RECOMMENDATIONS

The staff of the Historic Zoning Commission shall study each application and make a report and recommendation to the Historic Zoning Commission, including a site review.

A. Applications for Historic Overlay Zoning.

1. Each application shall be studied by the staff to determine:
 - a. That all necessary information has been included with the application.
 - b. That the explanations of historical and architectural significance are sufficiently researched and factual to justify designation.

- c. That the Secretary of Interior's *Standards for Rehabilitating Historic Buildings* are sufficient to guide the Historic Zoning Commission in ruling on future Certificate of Appropriateness applications.
 2. If determined necessary by the Historic Zoning Commission, the staff shall prepare a document containing design guidelines for the property to be designated that will guide future actions of the Historic Zoning Commission.
 3. The staff shall make a recommendation to the Historic Zoning Commission on the application and its research.
- B. Applications for Decertification of Historic Designation.
1. Each application shall be studied by the staff to determine:
 - a. That all necessary information has been included with the application.
 - b. That the explanations of historical and architectural significance are sufficiently researched and factual to justify decertification.
 2. The staff shall include an explanation of the effect of the decertification on other buildings within the district, if property within the district is the subject of a decertification request.
 3. The staff shall make a recommendation to the Historic Zoning Commission based on the information contained in the application and its research.
- C. Applications for Certificate of Appropriateness.
1. Each application shall be studied by the staff to determine the effect of the proposed project on the historic resource that is the subject of the application and, in the case of neighboring resources, the effect on the surrounding resources.
 2. The staff shall make a recommendation to the Historic Zoning Commission on the information contained in the application and its research.
 3. If an application for Certificate of Appropriateness does not require any change in design, character or use of new materials, the staff may grant Certificate of Appropriateness to the property owner, and shall provide notice of the administrative certification to the Historic Zoning Commission at the next regularly scheduled meeting.
- D. Forwarding Staff Report and Recommendations.

Not less than five (5) days prior to the Historic Zoning Commission meeting at which the application will be heard, the staff shall forward to each member of the

commission and the applicant a copy of the staff report. The applicant's copy of the report shall be mailed to the address shown as applicant's address on the application.

SECTION 5: ACTION OF THE COOKEVILLE HISTORIC ZONING COMMISSION

At the scheduled public hearing the Historic Zoning Commission shall consider the views of the applicant and other interested parties, the opposition if any, the staff report and recommendation, and may approve, postpone, table, permit withdrawal, deny or modify the proposal as provided in Article V of the Bylaws and Procedures of the Cookeville Historic Zoning Commission.

A. Each matter on the agenda will be considered in the following order:

1. Statement of application.
2. Staff recommendations (questions allowed).
3. Petitioner (questions allowed).
4. Open Public Forum (questions allowed).
5. Rebuttals.
6. Close public forum.
7. Motion.
8. Second.
9. Discussion by Historic Zoning Commission members.
10. Vote.

B. The following procedure with regard to public participation shall be utilized:

1. Petitioner(s) will be allowed five (5) minutes to speak.
2. Public (individual or group spokesperson) will be allowed five (5) minutes to speak.
3. Speakers must limit their remarks to the facts of the case and avoid repeating comments which have been previously presented.

SECTION 6: ORDER OF MEETING

All meetings shall be conducted in the order of the meeting agenda, which shall be prepared in advance of the meeting, and which shall generally conform to the following:

1. Roll call and establishment of quorum
2. Approval of agenda
3. Approval of minutes of previous meeting
4. Request for postponement, tabling, and withdrawal
5. Application for HS-Historic District overlay zoning
6. Applications for Decertification of Historic Designation
7. Applications for Certificates of Appropriateness

SECTION 7: MOTIONS

All matters to be voted on by the Cookeville Historic Zoning Commission shall be put in the form of a motion by a commissioner and seconded by a member. A motion may be amended in accordance with *Robert's Rules of Order*. The Chair shall conduct the voting by asking those in favor to signify by saying "Yes" and those opposed by saying "No." The Chair shall inform the recording secretary of the number of "Yes" and "No" votes. The Chair shall have a roll call vote if there is any questions about the results of the vote or if any commissioner so requests, and the record of such roll call vote shall be entered by the recording secretary in the minutes.

ARTICLE II

PUBLIC MEETINGS

SECTION 1: COMPLIANCE OF MEETINGS

All meetings of the Cookeville Historic Zoning Commission and their committees, and all public meetings with staff members, shall comply with TCA Section 8-44-01, et seq. (The Sunshine Law).

SECTION 2: MEETING SCHEDULE

The schedule of Cookeville Historic Zoning Commission meetings, subject to change, is as follows: public meeting at 5:00 p.m. on the second Tuesday of each month when business is scheduled. (See By-law Article II for changes due to weather, holidays, etc.)

ARTICLE III

PUBLIC HEARINGS, PUBLIC NOTICES

SECTION 1: PUBLIC HEARING BY THE COOKEVILLE HISTORIC ZONING COMMISSION

All proposals for approval by the Cookeville Historic Zoning Commission shall be considered in public hearing.

- A. **Public Notice.** Public notice of the date, time and place of all public hearings shall be given once in a daily newspaper of general circulation in Cookeville not less than seven (7) days prior to the date of hearing and notice shall also be posted on the City of Cookeville web site.
- B. **Computation of Time for Public Notices.** The time for all public notices shall begin with the date the notice is published and shall continue through the date proceeding the meeting specified in such notice.
- C. **Publication of Public Notices.** All public notices prepared for publication by the Cookeville Historic Zoning Commission for public hearing shall meet the following requirements:
 - 1. **Location in Paper.** The notice shall be placed in the Classified Ads section of the newspaper in the "Legal/Public Notices" classification.
 - 2. **Caption.** The caption shall be all capital letters in no less than two-line type and shall contain the words "PUBLIC NOTICE" and a description of the meeting.
 - 3. **Body Copy.** The body copy shall be in no less than the standard one-line type used generally through the "Want Ads" section.

SECTION 2: PUBLIC HEARING BY THE COOKEVILLE MUNICIPAL PLANNING COMMISSION

All proposals for designation or decertification of an HS Historic District overlay zone or individual listing will be forwarded to the Cookeville Municipal Planning Commission for their consideration, and will be accompanied by an application for rezoning in the form prescribed by the Department of Planning.

ARTICLE IV

APPROVALS, WITHDRAWALS, POSTPONEMENTS, TABLINGS, DENIALS

SECTION 1: APPROVAL REQUIRING LEGISLATIVE ACTION

Approval by the Cookeville Historic Zoning Commission shall constitute its recommendation to the Cookeville City Council about the historical or architectural significance of a property, and shall be forwarded to the City Council as a separate recommendation. The Cookeville Municipal Planning Commission shall also hear the proposals and consider their planning implications, and shall forward its recommendation, concurrent with that of the Historic Zoning Commission, and in accordance with its policies regarding Zoning Code amendments. Disapproval by the Cookeville Historic Zoning Commission as well as all matters having to do with issuance or denial of a Certificate of Appropriateness, shall not be forwarded to the Cookeville Planning Commission; appeals of those decisions shall be according to the enabling legislation creating the Historic Zoning Commission and shall proceed directly to the courts by the procedure of statutory certiorari, as provided in chapter 8 of title 27 (Acts 1982 [Adj. S.], ch. 814, Sec. 1.)

SECTION 2: WITHDRAWALS

Withdrawal of application for any proposal for the Cookeville Historic Zoning Commission may be permitted upon written request of the applicant, either before or during the public hearing, provided that a new application for the same proposal shall not be accepted for a period of six (6) months after date of withdrawal.

SECTION 3: POSTPONEMENTS

Postponement of any proposal before the Cookeville Historic Zoning Commission may be accomplished by a positive vote of a majority of a quorum at any meeting. The motion for postponement must include the date of the meeting when the proposal will be reconsidered. A postponed agenda item must be placed on the agenda of the meeting for which it was scheduled when it was postponed.

SECTION 4: TABLINGS

All tabled proposals shall be listed on each month's agenda for the purpose of review only. Proposals shall be removed from the table and placed on the agenda of the Historic Zoning Commission as follows:

During the monthly review of tabled proposals, the Chair, two members of the commission, or the commission as a whole, on their own initiative, or at the request of an applicant, may request that a proposal be removed from the table and placed on the agenda for consideration. Such proposals shall be placed on the

agenda for consideration at the next regularly scheduled meeting. The delay will permit notification of all interested parties.

ARTICLE V

HS – HISTORIC DISTRICT ZONING DESIGNATIONS AND DECERTIFICATION AND CERTIFICATES OF APPROPRIATENESS

SECTION 1: APPLICATION

Application for Cookeville Historic Zoning Commission approval or decertification for an HS – Historic District zoning designation may be made by the property owner or his representative, the Historic Zoning Commission, or the Cookeville City Council. The proposal shall be reviewed by the Cookeville Historic Zoning Commission as specified in Section 13-7-402 of TCA Acts 1982 (Adj. S.), ch. 814, Sec. 1.

- A. **Application for Historic Zoning Commission consideration.** The application shall be in writing on forms available in the office of the Cookeville Department of Planning.
- B. **Design Guidelines.** Each property recommended for designation by the Cookeville Historic Zoning Commission shall be accompanied by a separate recommendation setting out the guidelines under which applications for Certificates of Appropriateness for the designated property will be issued.
- C. **Copies.** Applications shall be submitted with sufficient copies for distribution to agencies, organizations, or neighborhood groups with an interest in the designation, decertification or certificate of appropriateness for which application is made.

SECTION 2: CLOSING DATE FOR FILING PROPOSALS FOR DESIGNATION AND DECERTIFICATION

The closing date for filing applications for designations and decertification shall be as provided in Article I, Section 2 of these *Rules and Procedures*.

SECTION 3: SCHEDULING PUBLIC HEARING

All proposals for consideration by the Cookeville Historic Zoning Commission shall be scheduled for public hearing at the next regular meeting of the commission, provided they are filed at least fourteen (14) days before such meeting. Procedures for scheduling shall be as follows:

If all elements of the application are complete, the proposal will be scheduled for a public hearing at the next regular meeting consistent with closing date for filing the proposal. To be complete, all applications shall include all elements contained on the application (See Appendix A of this document) and shall be submitted at

least fourteen (14) days before the next regular meeting of the appropriate commission.

SECTION 4: APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

The applicant shall submit an application for a certificate in accordance with Article I, Section 1 of these *Rules and Procedures*.

- A. **Staff Review.** If the applicant for a Certificate of Appropriateness is not contemplating changes to the designated structure, but is simply repairing it by replacing materials in-kind and replicating the original design, the Historic Zoning Commission staff may, at its discretion, issue a Certificate of Appropriateness.
- B. **Commission Review.** If the application for Certificate of Appropriateness involves changes in materials or design, new construction, relocation, or demolition (except for emergency demolitions) the application must be reviewed by the Cookeville Historic Zoning Commission.
- C. **Staff Study, Report and Recommendation.** The staff of the Historic Zoning Commission shall conduct the following reviews and make a report and recommendation to the commission:
 1. **On-Site Review.** The application will be reviewed on-site by the Historic Zoning Commission staff.
 2. **Staff Report and Recommendation.** The staff of the Historic Zoning Commission will prepare a staff report and make it available to members of the commission. The report will be available to the general public at the Department of Planning office no less than five (5) days before a regularly scheduled monthly meeting of the Historic Zoning Commission.
- D. **Action of the Cookeville Historic Zoning Commission.** At the scheduled public hearing the Historic Zoning Commission shall consider the views of the applicant, the public, the staff report and recommendation and may approve, approve subject to conditions, postpone, table or deny the application.

APPENDICES

APPLICATION FOR HISTORIC OVERLAY ZONING

Cookeville Historic Zoning Commission Cookeville Regional Planning Commission

Dated filed: _____ Fee Paid: _____

Name of Applicant: _____

Historic Name of Property: _____

Common Name of Property: _____

Address or Boundaries of Property: _____

Statement of Significance: (Please attach a separate page covering this item. It should include the age of the building, a discussion of former residents or users of the property, the architect or builder, and the historical events associated with the property.)

Architectural Description: (Please attach a separate page covering this item. Include information about type of property [site, building, district, etc.], and describe each property if a district. Buildings within a district should be labeled as contributing or non-contributing. that have been made to the exterior of the property.) Include noteworthy site features (fences, walls, outbuildings, walks or landscaping). The description should include the original appearance, together with descriptions of any alterations

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

Additional Attachments Required:

- Location map.
- Boundary map with zoning classification.
- Photographs. For single property, include thorough photographic documentation of all of exterior. For districts, include representative streetscape scenes. The photographs should be black and white, glossy, 5 x 7 prints. Color slides of the primary elevation or streetscapes are also required. Photographs should be labeled with the property address, date of photograph, and name of photographer.
- A listing of all property owners and their addresses. In the case of a district, this information should be correlated to the addresses of the property to be included in the district.
- Letters or petitions of consent from owners of property for which application is made. In the case of a district, at least two-thirds (2/3) of the property owners in the district should agree to the designation in writing.
- Any additional information supporting the nomination.

I (we) make application for historic zoning for the above property.

Applicant's Signature _____

Address: _____ Telephone _____

Application Accepted by: _____

APPLICATION FOR DECERTIFICATION OF HISTORIC OVERLAY ZONING

Cookeville Historic Zoning Commission Cookeville Municipal Planning Commission

Dated filed: _____ Fee Paid: _____

Name of Applicant: _____

Historic Name of Property: _____

Common Name of Property: _____

Address or Boundaries of Property: _____

Statement of Significance: (Please attach a separate page covering this item. It should include the age of the building, and an explanation of why the buildings(s) no longer meets, or never met, the criteria of significance.)

Architectural Description: (Please attach a separate page covering this item. Include information about type of property [site, building, district, etc.], and describe each property if a district. Buildings within a previously designated district should be specifically described and justified as non-contributing or contributing. The description should include a description of the original appearance, together with descriptions of any alterations that have occurred affecting the exterior of the property.)

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

Additional Attachments Required:

- Location map.
- Boundary map with zoning classification.
- Photographs. For single property, include thorough photographic documentation of all of exterior. For districts, include representative streetscape scenes. The photographs should be black and white, glossy, 5 x 7 prints. Color slides of the primary elevation or streetscapes are also required. Photographs should be labeled with the property address, date of photograph, and name of photographer.
- A listing of all property owners and their addresses. In the case of a district, this information should be correlated to the addresses of the property to be included in the district.
- Letters or petitions of consent from owners of property for which application is made. In the case of a district, at least two-thirds (2/3) of the property owners in the district should agree to the decertification in writing.
- Any additional information supporting the decertification.

I (we) make application for the removal of historic zoning for the above property.

Applicant's Signature _____

Address: _____ Telephone _____

Application Accepted by: _____

APPLICATION FOR CERTIFICATION OF APPROPRIATENESS

**Cookeville Historic Zoning Commission
Cookeville Municipal Planning Commission**

Certificate (File) No. _____ Date Filed: _____

1. NAME OF APPLICANT: _____
Address: _____
Telephone (Day): _____
Relationship to Owner: ___ Lessee ___ Contractor ___ Architect ___ Other:
(explain) _____

2. NAME OF OWNER: _____
Address: _____ Telephone: _____

3. LOCATION OF PROPERTY (Address, Lot and Parcel No.): _____

4. TYPE OF WORK:

- A. _____ Exterior alteration or repairs.
- B. _____ New Construction: 1) ___ Primary Structure; 2) ___ Garage;
3) ___ New Addition; 4) ___ Other
- C. _____ Demolition: 1) ___ Whole Structure; 2) ___ Part of Structure.
- D. _____ Relocation of Structure

5. DESCRIPTION OF WORK: (See page 2 of this application for additional information to be submitted with the application. A copy of all information which is submitted with an application must be retained by the Cookeville Historic Zoning Commission.)

6. SIGNATURE OF APPLICANT: _____

Date: _____

7. Return application to: Cookeville Historic Zoning Commission
P.O. Box 998
45 East Broad Street
Cookeville, TN 38503-0998

FOR STAFF USE ONLY

Date Received _____
Approved _____ Disapproved _____ Approved as Modified _____
Date Acted On _____

1. EXTERIOR ALTERATION OR REPAIR

A. Check each work item for which approval is requested.

- | | | |
|--|---|--|
| <input type="checkbox"/> Architectural feature
(decorative ornamentation) | <input type="checkbox"/> Parking lot (paving,
entrance drive, landscaping) | <input type="checkbox"/> Satellite dish |
| <input type="checkbox"/> Awning or canopy | <input type="checkbox"/> Porch (columns, cornice, trim
railings, flooring, trelliswork,
steps, ornamentation) | <input type="checkbox"/> Security grilles on
windows or doors |
| <input type="checkbox"/> Curb Cut | <input type="checkbox"/> Material changes (wood, brick,
metal, etc.) | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Mechanical system unit | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Door | <input type="checkbox"/> Retaining wall | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Roof (change in shape, features,
or materials) | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Guttering | | <input type="checkbox"/> Solar collectors |
| <input type="checkbox"/> Light Fixture | | <input type="checkbox"/> Storm window/doors |
| <input type="checkbox"/> Masonry cleaning,
tuckpointing, or painting | | <input type="checkbox"/> Windows, skylights |
| | | <input type="checkbox"/> Other |

B. List and describe in detail all work to be done for each item checked. Include the following materials when appropriate:

- 1) Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
- 2) If application is for a fence, include a site plan in addition to the information in item 1.
- 3) If material changes are proposed, please provide a description of them. The architect's specifications or brochures should suffice; however, the Commission may request samples of new materials.

2. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

- 1) Site plan with measured distances.
- 2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
- 3) Samples or other description of materials to be used.
- 4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

3. DEMOLITION OF STRUCTURE

- A. Describe the structure's condition and reason for demolition.
- B. Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

4. RELOCATION OF STRUCTURE

- A. Explain what will be moved, why, and proposed changes.
- B. If a building will be moved into a district from outside, include photographs.
- C. Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

**CERTIFICATION OF APPROPRIATENESS
COOKEVILLE HISTORIC ZONING COMMISSION**

Property Address: _____

Applicant Name: _____ Phone: _____

Owner Name: _____ Phone: _____

Project: _____

In a meeting of the Cookeville Historic Zoning Commission, held on _____, a decision was made to:
_____ Approve _____ Approve with the conditions listed below _____ Deny
the issuance of a Certificate of Appropriateness.

In reviewing the proposed project, the Commission is of the opinion that it is consistent / inconsistent with the following Standards and Guidelines of the Commission; copies of which may be attached for reference: _____

Subject to the following conditions: _____

Historic Zoning Commissioner / Staff _____ Date

I, the applicant, hereby certify in receiving a Certificate of Appropriateness that I have read and do understand the above referenced Standards and Guidelines of the Commission and any applicable conditions listed above.

I also understand that this Certificate automatically expires one year after it is issued.

In addition, I understand that the proposed project must comply with the Building Codes and any other applicable and regulations of the City of Cookeville.

I also understand that work may not begin until a building permit is issued by the Department of Planning and Codes.

Applicant Signature _____ Date

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DENIAL OF CERTIFICATE – IF APPLICABLE: The Certificate of Appropriateness has been denied for the reasons listed above. Therefore to proceed with the project at this time would be a violation of the law. Lawful options available to the applicant are attached.

I acknowledge receipt of this document.

Applicant Signature _____ Date