

APPLICATION FOR CERTIFICATION OF APPROPRIATENESS

**Cookeville Historic Zoning Commission
Cookeville Regional Planning Commission**

Certificate (File) No. _____ Date Filed: _____

1. NAME OF APPLICANT: _____

Address: _____

Telephone (Day): _____ Email: _____

Relationship to Owner: ___ Lessee ___ Contractor ___ Architect ___ Other:

(explain) _____

2. NAME OF OWNER: _____

Address: _____ Telephone: _____

Email: _____

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.