

COVINGTON HISTORIC ZONING COMMISSION

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

I (we) the undersigned do hereby make application for a certificate of Appropriateness for the following plans and proposals to be undertaken within the boundaries of the Historic Zoning District pursuant to Historic Zoning Code.

1. LOCATION OF PROPERTY: _____

2. NAME OF APPLICANT: _____

Address: _____

Day Phone: _____ Email: _____

Relationship to Owner: (Check)

Self ___ Lessee ___ Contractor ___ Architect ___ Other _____

3. NAME OF OWNER: _____

Address: _____

Day Phone: _____ Email: _____

4. TYPE OF WORK: (Check)

a. ___ Exterior Alteration or Repair (includes painting)

b. ___ New Construction:

i. ___ Primary Structure

ii. ___ Garage

iii. ___ Addition

iv. ___ Other

C. ___ Demolition

1) ___ Whole Structure

2) ___ Part of Structure

D. ___ Relocation of Structure

E. ___ Lot Alteration (Parking, Paving, Sidewalks, Patios, Landscaping, including Mature Tree Removal).

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

6. SIGNATURE OF APPLICANT: _____

Date: _____

7. RETURN APPLICATION TO: Covington Historic Zoning Commission
200 West Washington Ave
Covington, TN 38019 (901) 476-7191 Ext 146

The Historic Zoning Commission meets on the 1st Tuesday of each month at 5:30 p.m. in the City Hall Lower Level Conference Room. Please allow at least 14 days for processing the application prior to the meeting.

NOTE: This project may be subject to the current Accessibility Code as enacted by the State of Tennessee. A building permit will only be issued after approval of the Historic Zoning Commission. This document is only good for six months.

ADDITIONAL INFORMATION TO BE SUBMITTED WITH APPLICATION

Attach the following information for each category of work proposed.

1. EXTERIOR ALTERATIONS OR REPAIR

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

Architectural Feature____ (decorative ornamentation)	Mechanical System Unit____
Awning or Canopy____	Retaining Wall____
Curb Cut____	Roof____****
Deck____	Satellite Dish____
Door____	Security Grills____
Fence____	Shutters____
Guttering____	Sidewalks____
Light Fixture____	Siding____
Masonry Cleaning,	Signs____
Tuck-point, Painting____	Solar Collectors____
Parking Lot____*	Storm Windows/Doors____
Porch____**	Windows/Skylights____
Material Changes____***	Other____

*paving, entrance drives, landscaping **columns, cornices, trim, railings, flooring, trelliswork, steps, ornamentation ***wood, brick, metal, etc. ****change in shape, material, etc.

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

1. Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings will be required for major changes in design for such items as roofs, facades, porches, or prominent architectural features.
2. If application is for a fence, patio, sidewalk or other landscaping alterations, include a site plan in addition to the information in item A.
3. If material changes are proposed, include samples.

2. NEW CONSTRUCTION

A. Describe the nature of the proposed project. Include the following materials where 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 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; include drawings of any proposed new structures or landscaping.
- C. If economic hardship is claimed, include evidence that hardship exists.

4. RELOCATION OF STRUCTURE

- A. Explain what will be moved, where, why and proposed changes.
- B. If a building will be moved in the district from outside, include photographs.
- C. Include a site plan showing the proposed new location.
- D. Describe any site features that will be altered or may be disturbed, including foundation, walls, vegetation, etc.