

**HISTORIC ZONING COMMISSION**  
*CERTIFICATE OF APPROPRIATENESS APPLICATION AND CHECKLIST*  
**DEADLINE: 3<sup>RD</sup> MONDAY OF THE MONTH AT 4:00 PM**

**APPLICATION REVIEW GUIDELINES**

Application Requirements: All applications must be complete and include the required supporting materials listed on this form. **Ten (10) copies of the request** must be submitted to the Development Services Department for review by the published deadline. Incomplete applications will not be forwarded to the HZC for consideration.

Application Deadlines: Applications and support materials must be submitted according to the published Deadline Schedule. Application deadlines are the **3<sup>rd</sup> Monday of each month at 4PM**. Regular HZC meetings typically take place on the second Thursday of each month at 4:00 PM in Columbia City Hall.

Application Representation: The applicant or an authorized representative of the applicant **must attend the HZC meeting to support the application**. At the meeting, staff will present a recommendation for the item, and then the applicant will be provided an opportunity to discuss the proposed scope of work and answer any commission questions.

Building Permit Requirements: In addition to an application, most proposals **will require additional permitting from the City**. Building or demolitions permits cannot not be issued without an approved COA for structures within a Historic District.

All work specifications must be completed as presented and approved: The HZC must review and approve any modifications or amendments to approved plans **prior to any work taking place**.

*Please contact City Staff with any questions or to discuss any concerns during the HZC review & submittal process:*  
Columbia Development Services Department, Joren Dunnivant, City Planner, [jdunnivant@columbiatn.com](mailto:jdunnivant@columbiatn.com) or (931) 560-1560.

**HISTORIC DISTRICT DESIGN GUIDELINES**

The individual *Historic District Design Guidelines* provide guidance for most commonly proposed changes. The HZC consults the design criteria when reviewing applications for Certificates of Appropriateness. **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.columbiatn.com](http://www.columbiatn.com)

**REQUIRED APPLICATION SUPPORTING MATERIALS**

Please consult the list below for the necessary supporting materials to include within application packets. **Ten (10) copies of the request** are required for HZC review:

| NEW CONSTRUCTION,<br>NEW ADDITIONS  | EXTERIOR ALTERATIONS   | DEMOLITION, RELOCATION   |
|---|--|--|
| <ul style="list-style-type: none"> <li>○ Description of project and proposed materials</li> <li>○ Site plan</li> <li>○ Lot survey</li> <li>○ Architectural elevations or drawings</li> <li>○ Photographs of project site location</li> <li>○ Photographs of existing building.</li> </ul> | <ul style="list-style-type: none"> <li>○ Description of project and proposed materials</li> <li>○ Photographs of project site location</li> <li>○ Architectural elevations or drawings</li> <li>○ Specification information for any proposed materials/architectural features</li> <li>○ Documentation of earlier historic appearance (restoration only)</li> <li>○ Photographs of existing building.</li> </ul> | <ul style="list-style-type: none"> <li>○ Please consult the <i>Historic District Design Guidelines</i>. Pre-application meeting with the City Staff is required for proposed principal structure demolitions and relocations.</li> </ul> |

Note: The applicant shall provide any additional information as determined by the Development Services Department that will be necessary to obtain a full and complete review of the request by City Staff and/or by the Historic Zoning Commission.

The Columbia Historic Zoning Commission follows the *Secretary of the Interiors Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. Further guidance may be found online: <http://www.nps.gov/tps/standards/rehabilitation.htm>

CERTIFICATE OF APPROPRIATENESS APPLICATION  
HISTORIC ZONING COMMISSION

APPLICANT

|         |  |       |  |
|---------|--|-------|--|
| NAME    |  | PHONE |  |
| ADDRESS |  | EMAIL |  |

PROPERTY OWNER

|         |  |       |  |
|---------|--|-------|--|
| NAME    |  | PHONE |  |
| ADDRESS |  | EMAIL |  |

PROJECT INFORMATION: WORK SPECIFIC

|  |  |
|--|--|
| <input type="checkbox"/> NEW CONSTRUCTION ( <i>select type</i> ) <ul style="list-style-type: none"> <li><input type="checkbox"/> Principle Structure</li> <li><input type="checkbox"/> Accessory Structure</li> </ul>  | <input type="checkbox"/> NEW ADDITION ( <i>select type</i> ) <ul style="list-style-type: none"> <li><input type="checkbox"/> Principle Structure</li> <li><input type="checkbox"/> Accessory Structure</li> </ul>  |
| <input type="checkbox"/> DEMOLITION ( <i>select type</i> ) <ul style="list-style-type: none"> <li><input type="checkbox"/> Principle Structure</li> <li><input type="checkbox"/> Accessory Structure</li> <li><input type="checkbox"/> Site Features</li> </ul> <p style="color: red; font-style: italic; margin-top: 10px;"><i>Pre-application meeting with staff is required for proposed demolition of primary structure</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Loss of architectural and historical integrity and its removal will not adversely affect the district's historic character</i></li> <li><input type="checkbox"/> <i>Denial of demolition will result in unreasonable economic hardship of the applicant</i></li> <li><input type="checkbox"/> <i>Public safety and welfare requires the removal of the structure(s)</i></li> <li><input type="checkbox"/> <i>Structural instability or deterioration of structure(s) as demonstrated through report by structural engineer or architect. Report clearly details physical condition of structure(s), reasons why rehabilitation is not feasible, and cost estimates for rehabilitation versus demolition. Additional report details proposed future action on site.</i></li> </ul> | <input type="checkbox"/> SIGNAGE ( <i>select type</i> ) <ul style="list-style-type: none"> <li><input type="checkbox"/> Wall</li> <li><input type="checkbox"/> Freestanding</li> <li><input type="checkbox"/> Window</li> <li><input type="checkbox"/> Temporary</li> <li><input type="checkbox"/> Other</li> </ul>  |
|  | <input type="checkbox"/> EXTERIOR ALTERATIONS ( <i>select type</i> ) <ul style="list-style-type: none"> <li><input type="checkbox"/> Roofing/Roof Structure (Dormers, Chimneys)</li> <li><input type="checkbox"/> Exterior Door Replacement/Alterations</li> <li><input type="checkbox"/> Exterior Window Replacement/Alterations</li> <li><input type="checkbox"/> Foundation Alterations</li> <li><input type="checkbox"/> Exterior Siding/Finishes/Masonry</li> <li><input type="checkbox"/> Porch/Deck Alterations</li> <li><input type="checkbox"/> Other (explain):</li> </ul> |

| PROJECT INFORMATION                                     |                                 |
|---|---------------------------------|
| ADDRESS:  |                                 |
| SQUARE FOOTAGE OF PROPOSED ADDITIONS/NEW CONSTRUCTION : |                                 |
| EXISTING: _____ ft <sup>2</sup>                         | PROPOSED: _____ ft <sup>2</sup> |
| HEIGHT OF STRUCTURE FOR ADDITIONS/NEW CONSTRUCTION :    |                                 |
| EXISTING: _____ ft                                      | PROPOSED: _____ ft              |
| SQUARE FOOTAGE OF PROPOSED SIGNAGE                      |                                 |

| PROJECT INFORMATION: DESCRIPTION & SCOPE OF PROJECT  |
|--|
| DESCRIBE PROPOSED PROJECT(S) AND LIST ALL PROPOSED MATERIALS. ATTACH ADDITIONAL SHEETS IF NECESSARY: |
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*In filling out this application, I attest that (1) I am familiar with the rules, regulations, and procedures of the City of*

|                     |                          |       |
|---------------------|--------------------------|-------|
| _____               | _____                    | _____ |
| APPLICANT NAME      | APPLICANT SIGNATURE      | DATE  |
| _____               | _____                    | _____ |
| PROPERTY OWNER NAME | PROPERTY OWNER SIGNATURE | DATE  |

*STAFF USE ONLY*

|   |  |                  |  |
|---|--|------------------|--|
| DOCKET NO.                                    |  | FEE PAID         |  |
| RECEIPT NO.                                   |  | REQUESTED AGENDA |  |
| DATE NOTICES SENT TO ADJACENT PROPERTY OWNERS |  |                  |  |
| DATE OF PUBLIC NOTICES IN DAILY HERALD        |  |                  |  |
| COMMISSION ACTION                             |  |                  |  |

