

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): \_\_\_\_\_  
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<br>(decorative ornamentation) | <input type="checkbox"/> Parking lot (paving,<br>entrance drive, landscaping)                                       | <input type="checkbox"/> Satellite dish                          |
| <input type="checkbox"/> Awning or canopy                                    | <input type="checkbox"/> Porch (columns, cornice, trim<br>railings, flooring, trelliswork,<br>steps, ornamentation) | <input type="checkbox"/> Security grilles on<br>windows or doors |
| <input type="checkbox"/> Curb Cut  | <input type="checkbox"/> Material changes (wood, brick,<br>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,<br>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,<br>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.