

# CITY OF PORTLAND, TENNESSEE

## Historic Preservation Commission Application

### Certificate of Appropriateness Application and Checklist

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Title of Project: \_\_\_\_\_

Street Location: \_\_\_\_\_

Historic District: \_\_\_\_\_

County: Sumner County or Robertson County (Circle One)

Tax Map: \_\_\_\_\_ Group: \_\_\_\_\_ Parcel: \_\_\_\_\_

Applicant:

Name: \_\_\_\_\_

Company or Partnership: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Owner:

Name: \_\_\_\_\_

Company or Partnership: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

This application shall be accompanied by maps, drawings, or other supportive information necessary to explain the request. It is recommended that the applicant or a representative be present at the Historic Preservation Commission meetings.

As the applicant or the applicant's agent, I understand that it is my sole responsibility to notify my client of the time, date, and location of the Historic Preservation Commission meetings at which this application will be heard and to ensure that someone representing this item is in attendance at each of these meetings.

I hereby attest that I have provided a complete application and included all of the necessary attachments as required. I understand that if information is incomplete and/or otherwise not provided, this application may be deferred until such time as the necessary information is provided.

\_\_\_\_\_  
Signature of Person Completing & Submitting this Application

\_\_\_\_\_  
Signature of Owner (If different from applicant)

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Title of Project: \_\_\_\_\_

Provided with Submittal		For Office Use
	<b>New Buildings, Additions, Restorations/ Rehabilitation:</b>	
	Cover letter with description of project	
	Site layout/ plot plan (for new buildings and additions)	
	Architectural elevations or sketches	
	Description of materials, samples, etc.	
	Current photographs of site/building	
	Documentation of earlier historic appearance (for restorations)	
	<b>Exterior Changes:</b>	
	Cover letter with description of project	
	Description of materials, samples, etc	
	Current photographs of site/building	
	Site changes: fences, walls, and other site features	
	Site plan or sketch of site	
	Architectural elevations or sketches	
	<b>Demolition:</b>	
	Cover letter with justification	
	Existing conditions plan/survey	
	Current photographs of site/building	
	<b>Signage:</b>	
	Cover letter with description of project	
	Sign drawing with materials specifications and dimensions	
	Description of materials, samples, etc	
	Exhibit showing proposed location of the sign/s	
	Current photographs of site/building	
	Other information as requested by staff	

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**Detailed Project Description:**

Check all that would be included in the scope of work

- |                                                             |                                                                 |
|-------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Roofing                            | <input type="checkbox"/> Foundation                             |
| <input type="checkbox"/> Signage                            | <input type="checkbox"/> Porch/ Deck/ Balcony/ Awnings          |
| <input type="checkbox"/> Painting of Exterior Masonry       | <input type="checkbox"/> Fencing or Walls                       |
| <input type="checkbox"/> Exterior Doors                     | <input type="checkbox"/> Accessory Structures                   |
| <input type="checkbox"/> Windows                            | <input type="checkbox"/> What is being demolished or relocated? |
| <input type="checkbox"/> Roof Structures (Dormers/Chimneys) | <input type="checkbox"/> Main Building                          |
| <input type="checkbox"/> Shutters                           | <input type="checkbox"/> Garage or Outbuilding                  |
| <input type="checkbox"/> Exterior Finishes/Masonry/Siding   | <input type="checkbox"/> Other                                  |

**Additional description of the proposed project:**

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Title of Project: \_\_\_\_\_

**Agent Acting on the Property Owners Behalf**

The Agent Authorization Form shall be required for all applications. This form will allow your surveyor or engineer to act on behalf of the property owner and/or applicant. The applicant may also provide a purchase contract giving them the right to request the approval sought with this application. The purchase contract must be provided to the Planning Department along with this application.

Applications for Sketch, Preliminary, and Final Plats must include a Licensed Surveyor authorized to practice in the State of Tennessee. Applications for Site Plans must include the stamp of a Licensed Surveyor, Licensed Engineer, Licensed Architect, or Licensed Landscaped Architect according to the particular type of development. The a Licensed Surveyor, Licensed Engineer, Licensed Architect, or Licensed Landscaped Architect shall be authorized to represent the owner applicant in the matter before Planning Commission.

**Agent Authorization Form**

In connection with the above listed project, I hereby appoint the person indicated as the applicant and/or surveyor/engineer to act as my agent for the purpose of filing the attached application with the City of Portland Planning Commission.

\_\_\_\_\_  
Printed Name of Owner:

\_\_\_\_\_  
Signature of Owner:

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Personally appeared before me, the undersigned, a Notary Public in and for said county and state, \_\_\_\_\_, known to me to be the person who signed the foregoing instrument, and who acknowledged that he/she executed the within instrument for the purposes therein contained.

Witness my hand, at office this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_