

TOWN OF COLLIERVILLE

Certificate of Appropriateness (CofA) in the Historic District

Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

Telephone: (901) 457-2360
Fax: (901) 457-2354
www.collierville.com



Preapplication Conference Suggested: Staff offers, as a service to applicants/property owners, the opportunity for a Preapplication Conference with staff before an application is forwarded to the HDC for consideration. At this meeting staff will review submittal requirements, deadlines, and even provide a critique of what the HDC will likely expect with the application. Contact the Planning Division to schedule the Preapplication Conference if you are interested. These are typically scheduled every Tuesday afternoon from 1:00 pm to 5:00 pm at the Development Department located at Town Hall.

Application Deadlines and Submittal Requirements: Applications and support materials must be submitted approximately 30 days prior to the regular Historic District Commission (HDC) meeting. Regular HDC meetings take place on the 4th Thursday of each month (except November and December) typically at 5:00 PM in Town Hall Board Chambers (500 Poplar View Parkway). A submittal deadline and meeting calendar can be found online at www.collierville.com.

All CofA applications must be complete and include the required supporting materials listed on the reverse side of this form. Some applications may be approved administratively by staff. A complete application includes the following:

- One (1) copy of this signed and completed application
- Ten (10) collated copies of the all required supporting materials must be submitted to the Planning Division for review. Only (3) copies are required if it is determined that only Administrative review is needed.
- Disk or email of PDFs of all materials submitted for review (4MB max combined for all files)(may be waived by staff for small applications).
- Review Fee (if applicable): \$ _____

Application Representation: The applicant or an authorized representative of the applicant must attend the public HDC meeting to support the application.

Building Permit Requirements: In addition to a CofA application, many proposals will also require a building permit from the Codes Division at Town Hall. Building permits will not be issued without proof of a CofA. All work specifications must be completed as presented and approved or the CofA approval could become void. The Collierville HDC or staff must review and approve any modifications or amendments to approved plans prior to any work taking place.

Development Agreement: Certain applications that require public and/or private site/subdivision improvements will likely require a Development Agreement before permits can be issued or construction can commence; however, some Development Agreements may be eligible for the "short form" process (signed only by the mayor), and not require approval by the BMA. Additional fees will likely apply for a Development Agreement (preparation fee, inspection fees, etc).

CONTACT INFORMATION

Applicant*: _____

Business (if applicable): _____

Daytime Phone (required): _____

Email Address: _____

Property Owner*: _____

*NOTE: If applicant is not the owner, a letter from the owner authorizing proposed work must be included. Please include owner's phone number and email address.

TYPE OF WORK

Check all that apply and fill in the blanks below. Please provide additional project details to explain your request on the back side of the form or with supplemental exhibits as appropriate:

- Addition to an Existing Building
- New Building Construction:
 - Nonresidential (office, commercial, institutional)
 - Residential
- Fence/Wall(s)
- Rehabilitation of Existing Building
- Demolition/Relocation
- Rezoning, New Subdivision, or Planned Development
- Other (see Reverse Side) (examples include awnings, roof/roof structures, foundation work, window installation and alterations, exterior doors, exterior lighting, siding changes, shutters)

Project Address: _____

Parcel ID Number: _____

Lot Square Footage: _____

Number of Stories of Building: _____

Building Height (from ground level to roof peak):

Existing: _____

Proposed/new: _____

Building Square Footage:

Existing: _____

Proposed/new: _____

Existing Zoning: _____

