

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
Website: www.collierville.com

SUBJECT PROPERTY INFORMATION & TYPE OF WORK

Project Address: _____

Parcel ID #: _____

Lot Square Footage: _____

Building Height (from ground level to roof peak):

Existing: _____

Proposed/new: _____

Building Square Footage:

Existing: _____

Proposed/New: _____

Check all that apply and fill in the blanks below to determine the type of Certificate of Appropriateness (CofA) that you will need. Also use the back side of this form or with supplemental exhibits as appropriate to explain the scope of work.

- Exterior Alterations to Existing Building (examples include additions, awnings, roof/roof structures, foundation work, window installation and alterations, exterior doors, exterior lighting, siding changes, shutters). Type of building:
 - Nonresidential (office, commercial, institutional)
 - Residential—Detached Dwelling (i.e. single family or accessory dwelling)
 - Residential—Attached Dwelling (i.e. townhouse, duplex, condo, apartment)
- New Building Construction:
 - Nonresidential (office, commercial, institutional)
 - Residential—Detached Dwelling (i.e. single family or accessory dwelling)
 - Residential—Attached Dwelling (i.e. townhouse, duplex, condo, apartment)
- Fence/Wall(s)
- Sign
- Demolition/Relocation of Existing Building
- New Subdivision, Rezoning, or Planned Development
- Other (see reverse side)

APPLICANT* CONTACT INFORMATION

Name(s): _____

Business (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

*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.

Submittal Requirements for a CofA

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
- Two (2) collated copies of the all required supporting materials (cover letter, plans, pictures, etc.)
- Disk or email of PDFs of all materials submitted for review (may be waived by staff for small applications)
- Review Fee (if applicable—see page 2): \$ _____

Pre-application Conference Suggested: Staff offers, as a service to applicants/property owners, the opportunity for a Pre-application 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 Pre-application 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 4:00 PM in Town Hall Board Chambers (500 Poplar View Parkway). A submittal deadline and meeting calendar can be found online at www.collierville.com.

Online Permit & Application Center: Consider submitting to the HDC online at https://twn-collierville-tn.smartgovcommunity.com/Public/Home?_conv=1

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 administrative 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).

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DESIGN GUIDELINES APPLY: The Collierville Historic District Design Guidelines contain guidelines for the most commonly proposed changes. The HDC uses the design criteria when reviewing applications for CofAs. Please refer to the guidelines prior to submitting an application. The guidelines, along with other useful links, are available on the Town website at www.collierville.com.

REQUIRED SUPPORTING MATERIALS:

Please check the list below for which materials may be necessary for design review of a particular project:

New Buildings, Additions, Major Restoration/ Rehabilitation/ Remodeling:

- Cover letter with narrative description of project
- Site Layout/Plot Plan (New Buildings & Additions Only)
- Architectural elevations or sketches
- Description of materials, samples, etc
- Photographs (current) of site/building
- Documentation of earlier historic appearance (Restoration Only)
- HOA Approval Letters (if applicable)
- Other information as requested by staff.

Minor Exterior Changes:

- Cover letter with narrative description of project
- Plot plan/Site Plan for site showing changes
- Architectural elevations or sketches showing changes
- Description of materials, samples, etc.
- Photographs (current) of site/building
- Details of new features (windows, fences, light fixtures, etc.)
- Other information as requested by staff.

Demolition/Relocation:

- Photographs (current) of site/building
- Cover letter with justification (see Guidelines)
- Existing Conditions Plan/Survey
- Other information as requested by staff.

Signage: For signage proposals see the Sign Permit Application. Signs can be approved administratively if they fully comply with the regulations.

Fencing/Walls: For fence proposals see the Fence Permit Application. Fences can be approved administratively if they fully comply with the regulations.

DETAILED PROJECT DESCRIPTION:

Check all that would be included in the scope of work. The cover letter should also describe the scope of work.

- Roofing (New)
- Painting of Exterior Masonry
- Painting of Siding or Trim
- Exterior Doors
- Windows
- Roof Structures (Dormers, Chimneys. etc.)
- Shutters
- Exterior Finishes (Masonry, Siding, etc.)
- Foundation
- Porch or Deck
- Canopy or Awnings
- Balcony
- Exterior Light Fixtures or Poles
- Signage (see separate Sign Permit Application)
- Fencing or Walls (see separate Fence Permit Application)
- Accessory Structure (shed, garage, accessory dwelling, etc)
- Demolition or relocation of existing structure:
 - Main Building (all or parts)
 - Garage or Outbuilding
 - Site features
- Other _____

FEES:

- Single Family Dwellings CofA for Exterior Alterations - None
- New Single Family Dwellings CofA - \$200
- Non-residential CofA Exterior Alterations - \$200 (only when a "short-form" Development Agreement is needed, otherwise included with the building permit fee or Final Site Plan fee)
- All other CofA (accessory structures, signs, demolition, residential additions, etc) - None

AUTHORIZATION

The undersigned acknowledges that the above application refers to construction and alterations to be undertaken at this time; however, alterations not addressed in this document will require an additional application. If the applicant is different than the property owner, the application must be signed by both parties. A letter of authorization signed by the property owner must be submitted in the absence of the property owner's signature or where an authorized agent signs in lieu of the property owner. In filling out this application, I understand that it becomes part of the Public Record of the Town of Collierville and hereby certify that all information contained herein is accurate to the best of my knowledge.

Signature: _____

Print Name: _____ Date: _____