

Manchester Historic Zoning Commission
APPLICATION FOR CERTIFICATE OF APPROVAL

Name of Owner _____ Phone _____

Address _____

Location of Property (Address, Lot & Parcel No.) where work is to be performed _____

Age of Structure _____ Listed on National Register? Yes No

Current use _____

Description of Work: See Page 3 of this application for additional information to be submitted with application. All information submitted will be retained by the Manchester Historic Zoning Commission.

New Construction Demolition Exterior Alteration or Repair

(Check all items below that apply)

- | | |
|---------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Architecture features (decorative ornamentation) | <input type="checkbox"/> Material changes (wood, brick, metal) |
| <input type="checkbox"/> Awnings or Canopy | <input type="checkbox"/> Retaining walls |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Roofing (any alterations) |
| <input type="checkbox"/> Door | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Façade (elements or materials) | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Siding (any alteration or addition) |
| <input type="checkbox"/> Guttering | <input type="checkbox"/> Signs (size _____) |
| <input type="checkbox"/> Light Fixture | Lighted? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Paint | <input type="checkbox"/> Windows and frames |
| <input type="checkbox"/> Parking Lots (paving, landscaping) | <input type="checkbox"/> Other (if not listed above) |
| <input type="checkbox"/> Porch (columns, flooring, trim, etc.) | _____ |

ARCHITECT _____ Phone No. _____

Address _____

CONTRACTOR _____ Phone No. _____

Address _____

Who will represent the owner before the Historic Zoning Commission? (Representative should have the authority to commit owner to make changes that may be suggested or required by the Historic Zoning Commission. **Someone must be present at the meeting to answer questions.**)

_____ Phone No. _____

Relationship to Owner: Lessee Contractor Architect Other (explain) _____

Address _____

I have read and understand the information provided on pages 2 and 3 of this application concerning the **Certification of Appropriateness** application process.

_____ Date: _____

(Signature of Applicant)

TO BE COMPLETED BY STAFF

Application Received by _____ Date _____
Health & Codes Department

Scheduled for Historic Zoning Commission Meeting on _____ date.

Copies of application furnished to commission members _____ by _____
(date)

(Commission Secretary)

During the Historic Zoning Commission meeting, **changes by the applicant** to the original application and accompanied by plans, drawings, photographs, and notes:

Signature of owner/agent _____ Date _____

ACTION TAKEN:

(1) _____ Application approved

(2) _____ Application disapproved

(3) _____ Application approved with the following conditions:

I hereby agree to the conditions above. _____ (Initials of Applicant or Agent)

(4) _____ Application tabled pending further information listed below:

CERTIFICATE OF APPROVAL

Date issued _____ Signature of Commission Chairman _____

Expiration date _____

Mailed () or Delivered () to Applicant _____ by _____
(date) (Signature)

(29 July 2016)

INFORMATION TO BE SUBMITTED WITH YOUR APPLICATION

(Attach the following information for each category of work proposed)

Exterior Alterations or Repairs

List and describe in detail all work to be done for each item checked on the front page of the application.

Include the following materials when appropriate:

- Include sketches, photographs, specifications, manufacturer's illustrations or other descriptions of proposed changes to the building's exterior. Major alterations to architectural features require detailed drawing plans.
- Provide **photos** and descriptions of existing original materials. Also include **photos**, descriptions and dimensions of proposed work (samples of new materials may be requested).

New Construction

Describe the nature of the proposed project. Include the following materials when appropriate:

- Site plan with measured distances (include landscaping).
- Elevation drawings at ¼ inch scale of each affected façade and specification which clearly show the exterior appearance of the project.
- Samples or other description of materials to be used.
- Drawing or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.
- **Photos** of proposed site and adjacent properties.

Demolition of Structures

- Describe the structure's condition, historical significance and reason for demolition (include **photos** of structure).
- Describe the proposed reuse of the site including information required for the new construction of a structure.
- Any applicant denied a Certificate of Approval seeking to demolish a landmark or contributing structure can apply for a Certificate of Economic Hardship within (30) days after the review of the application. For more information, contact the City of Manchester Health & Codes Department.

Public Hearings

- The Historic Zoning Commission shall hold a regular public hearing **at 4:30 p.m. in City Hall Board Room on the first Thursday of each month** and shall be in accordance with the provisions of the "Sunshine Law."
- **Deadlines:** Application must be completed and submitted to the Manchester Health & Codes Department by 12:00 p.m. (noon) ten days prior to the meeting.
- **The owner or representative must attend the hearing.** (Representatives must be documented on the application.) If there is no one to present the application, it **will not** be considered for a Certificate of

Approval. Applicants will need to contact the Health & Codes Department in order for the application to be reviewed at the next meeting of the Historic Zoning Commission.

- Each applicant will have five minutes to present the proposed work to the Historic Zoning Commission. It should be concise and to the point.
- **Certificate of Notification**: A letter will be sent to notify the owner (and/or representative) of the date, time and place of the hearing. Public notifications will be posted in the local newspaper, the Manchester Times.
- **Certificate of Final Decision**: A letter with an attached signed application will notify each applicant of the Historic Zoning Commission's final decision for a Certificate of Approval.
- **Appeals Process for Historic Zoning Commission**: Anyone who may be aggrieved by any final order or judgment of the Historic zoning commission may have such order reviewed by the Judicial Circuit Court. Such party shall, within (60) days for the entry of order, file a petition with the Circuit Court.

Please Note:

Prior to any installation of signage or construction on a structure, a building or sign permit will need to be obtained from the Manchester Health & Codes Department. Failure to obtain the proper permit will result in delay of project and additional permit fees.

There will be two (2) inspections prior to final completion of the Certificate of Approval, one near midway of the project and the other at completion of the project. Please allow up to (2) working days' notice for these inspections. You may call (931) 728-4652 to schedule an inspection. Upon satisfactorily completing the project according to the application, the owner will receive a copy of the Historical Zoning Commission approved Certificate of Approval in the mail.

COA Expiration - If the requested changes are not completed within six months after approval by the Historic Zoning Commission, the application must be resubmitted.

SUBMIT APPLICATION:

Please complete these forms and submit them **AT LEAST TEN (10) WORKING DAYS PRIOR** to the regularly scheduled meeting of the Historic Zoning Commission.

Historic Zoning Commission
Manchester Health and Codes Department
City Hall – 200 W. Fort Street
Manchester TN 37355

(931) 728-4652
Fax: (931) 728-8273

29 July 2016