

Certificate of Appropriateness (COA) Checklist

FRANKLIN HISTORIC DISTRICT GUIDELINES

The *Franklin Historic District Guidelines* provide guidance for most commonly proposed changes. The HZC consults the design criteria when reviewing applications for COAs. Please refer to the Guidelines prior to submitting an application. The *Guidelines*, along with other useful links, are available on the city website at FranklinTN.gov/historicpreservation. ***A preapplication meeting with Preservation Planning Staff is highly encouraged.***

New Construction, New Additions, and Porch or Deck Projects

1	Description of project and proposed materials.
2	Site Plan
3	Lot survey to substantiate required setbacks, as applicable.
4	Scaled architectural elevations or drawings. Include a scaled 6-foot human silhouette for new construction.
5	Photographs of project site location.
6	Window specifications – 3D window diagram with the historic profile details and dimensions (sill, trim, insets from the exterior wall), proposed window manufacturer, window model, and window materials.
7	3D Elevations.
8	Block Face view of the surrounding properties as well as across the street.
9	Dimensions on drawings. In addition to standard dimensions, please provide the following dimensions: height from grade of proposed construction and existing height of structures on the property. Additional dimensions may be requested to be supplemented.
10	Square footage of proposed additions/new construction. The square footage of the principal historic structure’s footprint is required and any other existing structures on the property for additions and new construction.
11	Signed & notarized Owner Affidavit (if the property owner is authorizing someone else to represent them).

Exterior Alterations

1	Description of project and proposed materials.
2	Photographs of project site location.
3	Architectural elevations or drawings.
4	Specification information for any proposed materials/architectural features.
5	3D window diagram with the historic profile detailed, sill, trim, insets from the exterior wall.
6	Documentation of earlier historic appearance (for restoration only).
7	Signed & notarized Owner Affidavit (if the property owner is authorizing someone else to represent them).

Signs (That Are Not Administratively Approvable. See the Preservation Planner for Guidance)

1	Description of project and proposed signs.
2	Specification information that illustrates how the proposed signage will look, including notes on dimensions of the signage, height from grade, materials, and colors.
3	Photographs of project site location(s).
4	Signed & notarized Owner Affidavit (if the property owner is authorizing someone else to represent them).

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Fencing	
1	Description of project and scope of work.
2	Specification information that illustrates how proposed fencing will look, including notes on height, materials, and any proposed fencing features such as gate details.
3	Site plan that demonstrates proposed location/perimeter of fencing.
4	Photographs of project site location.
5	Signed & notarized Owner Affidavit (if the property owner is authorizing someone else to represent them).

Awnings	
1	Description of project and scope of work.
2	Specification information that illustrates how proposed awning(s) will look, including notes on awning dimensions, signage dimensions on awning(s), awning materials, awning shape, and awning colors and addition of awning angle.
3	Site plan demonstrating proposed location/perimeter of awning placement.
4	Photographs of project site location, including photograph of full window(s) over which proposed awning(s) will be affixed.
5	Signed & notarized Owner Affidavit (if the property owner is authorizing someone to represent them).

HVAC & Mechanical Equipment, Related Screening, and Modern Features	
1	Completed Certificate of Appropriateness Application.
2	Description of project and scope of work.
3	Manufacturer's specifications that illustrate how proposed HVAC equipment and/or screening will look, including screening dimensions and materials.
4	Site plan demonstrating proposed location of equipment and/or screening.
5	Photographs of the existing project site location from street view and close proximity.
6	Signed & notarized Owner Affidavit (if the property owner is authorizing someone else to represent them).

Relocation	
1	Relocation is highly discouraged, but it may be preferable to demolition when the new location would be compatible with the character of the building. Please consult the Franklin Historic District Design Guidelines for Demolition and Relocation https://web.franklintn.gov/flippingbook/designguidelineshzc/176/ .
2	A pre-application meeting with City Preservation Planner is required prior to submittal of an application for proposed historic principal structure demolitions and relocations.
3	Relocation is highly discouraged, but it may be preferable to demolition when the new location would be compatible with the character of the building. For relocations, please provide the proposed location of the relocated structure and intended use of the space of the relocated structure.
4	Compatibility of the relocated structure with adjacent structure is a requirement for relocation. Please provide images of the proposed site, structure, surrounding buildings and sites, age, and details of the building that is proposed to be relocated.
5	Signed & notarized Owner Affidavit (if the property owner is authorizing someone else to represent them).

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Demolition	
1	Demolition of historic structures is highly discouraged unless there are extraordinary circumstances, so as to maintain the integrity and sense of place associated with Franklin's historic districts. <i>Please consult the Franklin Historic District Design Guidelines for Demolition and Relocation</i> https://web.franklintn.gov/flippingbook/designguidelineshzc/176/ .
2	A pre-application meeting with City Preservation Planner is required prior to submittal of an application for proposed historic principal structure demolitions and relocations.
3	Description of project and scope of work must be provided.
4	The age of structure must be researched and provided by the applicant. If the building/structure is not Historic (less than 50 years of age) please provide the age of the structure and images of the site.
5	Demolition is not permitted unless there are extraordinary circumstances. Please select and explain which criteria condition of demolition you are seeking 1) Loss of architectural/historical integrity, 2) Economic Hardship, 3) Structural instability or deterioration by report of engineer or architect.
6	Provide supplemental documentation for the selected criteria consideration for demolition as described by the Guidelines.
7	A consideration of demolition is what is proposed to replace the structure proposed for demolition and the future utilization of the site. Detail future action on the site.
8	Signed & notarized Owner Affidavit (if the property owner is authorizing someone else to represent them).

Note: The applicant shall provide any additional information as determined by the Planning & Sustainability Department that will be necessary to obtain a review by staff and/or by the Historic Zoning Commission.