

**CITY OF BELLE MEADE  
APPLICATION FORM FOR  
CERTIFICATE OF APPROPRIATENESS**

The protection and preservation of the City’s heritage is now a guiding principle for residents and City leaders. The City’s commitment to its heritage supports these objectives:

- Preserve the architectural and historical character of Belle Meade’s significant historic properties.
- Encourage development that is compatible with the character of the City’s historic architecture.
- Conduct project review to assist property owners to be good stewards and utilize best practices for their properties.
- Expect that builders, developers and architects will respect the traditional architectural character of Belle Meade and design new construction of the highest possible quality.

This CoA Form coincides with the Citywide Conservation Overlay Interim Guidelines. Please refer to the guidelines for the Certificate of Appropriateness process, and flowchart at [citybellemeade.org](http://citybellemeade.org).

1. This form must be filled out completely and the fees paid before the application will be accepted and placed on the City of Belle Meade Historic Zoning Commission agenda.  
**Additions/Renovations - \$250.00    New Construction - \$400.00**
2. The deadline for the application is fifteen (15) days prior to the meeting. Regular meetings of the Historic Zoning Commission are held on the Second Tuesday of each month at 3:00 p.m. at Belle Meade City Hall, 4705 Harding Road, Nashville, TN 37205
3. The applicant, owner, or representative must attend the meeting in which the application is being reviewed. If there is no one present the application will not be considered for a Certificate of Appropriateness.
4. Each applicant will have five (5) minutes to present the proposed project to the Commission. It should be concise and to the point.

**PROPERTY OWNER**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE NUMBERS: (WORK) \_\_\_\_\_ (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_

**APPLICANT OR REPRESENTATIVE (if different from property owner)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE NUMBERS (WORK) \_\_\_\_\_ (HOME) \_\_\_\_\_ (Cell) \_\_\_\_\_

RELATIONSHIP TO OWNER: Contractor \_\_\_\_\_ Architect \_\_\_\_\_ Other (explain) \_\_\_\_\_

**PROPERTY DESCRIPTION & LOCATION**

**ATTACH PROPERTY MAP OF LOCATION**

ADDRESS: \_\_\_\_\_

TAX MAP ID: MAP# \_\_\_\_\_ GROUP# \_\_\_\_\_ PARCEL# \_\_\_\_\_

AGE OF STRUCTURE: \_\_\_\_\_ PROPERTY OF SIGNIFICANCE (1901-1939) \_\_\_\_\_ YES \_\_\_\_\_ NO

PROPERTY OF CONSERVATION (1940-2000) \_\_\_\_\_ YES \_\_\_\_\_ NO

PROPERTY LESS THAN 50 YEARS \_\_\_\_\_ YES \_\_\_\_\_ NO

CONDITION OF PROPERTY: \_\_\_\_\_

**PROPOSED WORK REQUIRING CERTIFICATE OF APPROPRIATENESS (COA)**

**TYPE OF WORK**

\_\_\_\_\_ New Construction      \_\_\_\_\_ Demolition      \_\_\_\_\_ Exterior Alteration or Repair      \_\_\_\_\_ Addition

**Architectural Style;** \_\_\_\_\_ **Describe;** \_\_\_\_\_

\_\_\_\_\_

➤ **For Exterior Alteration or Repairs:**

Submit 1 PDF, 1 Set 30 x 42, 6 Sets 18 x 24. List and describe in detail all work to be done for each item. Include sketches, photos, specifications, or other descriptions of proposed changes to the building's exterior along with completion of material list below. Major alterations to architectural features require schematic drawing plans, inspirational photos and specifications of exterior materials will be required such as siding, roofing, doors, windows, and ornamentation, a wall section should be provided. Provide photos and descriptions of existing original materials, (samples of new materials may be requested).

➤ **For New Construction and Additions:**

Submit 1 PDF, 1 Set 30 x 42, 6 Sets 18 x 24. A complete set of schematic plans at 1/4-inch scale, inspirational photos and completion of material list below. Provide an exterior wall section with specifications of materials such as siding, roofing, doors, windows, and ornamentation. Provide a survey or site plan with the building envelope (setbacks) highlighted. Include photos of proposed site and adjacent properties. Construction drawings, that are submitted for permit, shall be drawn to scale and shall include a site plan to show all existing and proposed improvements.

➤ **Demolition of Structures:**

- Describe the structure’s condition, historical significance if any, and reason for demolition (include photos of structures).
- Describe the proposed reuse of the site that includes required information for the new construction of a structure.

**MATERIALS**

Window Material-	Railings, Columns, Pilasters-
Window Manufacture-	Chimney Material-
Frame Material-	Roofing Material-
Window Sills-	Exterior Door Material-
Brick, Painted/Natural-	Eaves/Cornice Material-
Stone Thickness-	Gutter Material-
Clapboard Material-	Gutter Dimensions-
Clapboard Dimensions-	

**Appeals Process for Decisions by the City of Belle Meade Historic Zoning Commission:** Anyone who may be aggrieved by any final order or judgement of the Commission may have such order or judgement reviewed by the courts, by the procedure of statutory certiorari, in the Davidson County Chancery Court. Such party shall, within sixty (60) days for the entry of order, file a petition with the Chancery Court.

**I have read and understand the information provided in this application concerning the process for the obtainment or denial of a Certification of Appropriateness (COA).**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_