



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

This CoA Form coincides with the Citywide Conservation Overlay Interim **Guidelines**. Please refer to the guidelines for the Certificate of Appropriateness process. Reference to the book, "A Field Guide to American Homes" is encouraged.

**PROPERTY OWNER or APPLICANT**

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

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

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

PHONE NUMBER: \_\_\_\_\_

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

**PROPERTY DESCRIPTION & LOCATION**

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

AGE/YEAR OF STRUCTURE: \_\_\_\_\_ PROPERTY OF SIGNIFICANCE (1901-1939) \_\_\_\_\_ YES  
PROPERTY OF CONSERVATION (1940-PRESENT) \_\_\_\_\_ YES

PROPOSED WORK REQUIRING CERTIFICATE OF APPROPRIATENESS (COA):

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

DEFINED ARCHITECTURAL STYLE: \_\_\_\_\_

DESCRIBE PROPOSED WORK: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT CALCULATIONS**

LOT SQ. FT:	ALLOWABLE	EXISTING	PROPOSED	TOTAL	% OVER ALLOWABLE
FOOTPRINT AREA					
GROSS FLOOR AREA (*F.A.R. X LOT SQ. FT.)					
FRONT YARD AREA					
TOTAL DRIVEWAY AREA					
DRIVEWAY IN FRONT YARD AREA					
HARDSCAPE AREA					
POOL AREA					
<p>* F.A.R. =            LOTS &lt;40,000 sq. ft. and RES C x .225 =            LOTS &gt; 40,000 sq. ft. x .200 =</p>					

**All of the items listed below are required to be submitted for all types of CoA applications.**

- |   |  |
|---|--|
| <input type="checkbox"/> Description of Property Condition and Proposal | <input type="checkbox"/> Floor Plans for each floor  |
| <input type="checkbox"/> Site Plan showing building envelope            | <input type="checkbox"/> Wall Section with siding, roofing, doors, windows, and ornamentation. |
| <input type="checkbox"/> All building elevations showing finish grade   | <input type="checkbox"/> PDF Photos of Existing Property                                       |
| <input type="checkbox"/> PDF Inspirational Photos                       | <input type="checkbox"/> PDF Photos of Neighboring Properties                                  |

➤ **Additional submittal requirements for Exterior Alteration or Repairs:**

Include schematic drawings, photos, and/or specifications along with a materials list. Provide photos and descriptions of existing original materials. For major alterations to architectural features such as siding, roofing, doors, windows, and ornamentation, samples of new materials may be requested.

➤ **Demolition of Structures:**

Describe the structure's condition(ceiling height, wood decay, brick, siding, water intrusion, roof, etc.)

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Historical Significance

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Is the property habitable?

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Give a compelling reason for demolition of property

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Describe the proposed reuse of existing materials, if any? \_\_\_\_\_

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➤ **New Construction and Additions:**

**New Construction Material List Description**

Window Manufacturer:

Railings, Columns, Pilasters:

Window Material:

Chimney Material:

Frame Material:

Roofing Material:

Windowsills:

Exterior Doors:

Brick, Painted/Natural:

Eaves/Cornice:

Brick/Stone Thickness:

Gutters:

Clapboard Material:

Gutter Dimensions:

Clapboard Dimensions/Reveal:

## Property of Significance

Properties of significance are those which are of particular architectural or historical significance to the early 20th century growth and development of Belle Meade. Significant dwellings, buildings and structures in Belle Meade are defined as follows:

- **Generally, these will be properties built prior to 1939 although there may be some properties which meet this level of significance after this date.**
- Possess integrity of design, materials, workmanship, setting, location, feeling, and association, as defined for eligibility for listing in the National Register of Historic Places.
- Embodying such other qualities and characteristics as in the judgment of the HZC should be considered significant to the historical and architectural context of Belle Meade.
- Be listed or determined eligible for listing in the National Register of Historic Places, and/or be determined to be a contributing property to an eligible historic district in the National Register of Historic Places; and,
- Possesses one or more of the following criteria:

### Yes   No

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A broad cultural, political, economic, or social association with the historic development of Belle Meade, the state, or the nation, and/or;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identification with a historic person or with important events in Belle Meade, state, and/or national history, and /or;   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Possesses distinguishing characteristics of an architectural type reflective of the dominant styles in Belle Meade and is inherently valuable for the study of a period, style, method of construction, or use of indigenous materials or craftsmanship, and/ or; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Possesses authenticity of its period of significance as evidenced by the survival of its characteristics, historic fabric, and architectural elements from that period; and/or  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is a notable work of a master builder, designer, or architect, and/or;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Possesses or may likely yield information important in prehistory or history, and/or  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Possesses other qualities and characteristics that, in the judgment of the HZC should be considered for designation as a significant property.  |

In most cases the HZC discourages the demolition of a property of significance. Additions to properties of significance may be allowed if the addition is of appropriate scale and placement on the property. Criteria for demolition and additions to significant properties are outlined in the design guidelines.

**Property Worthy of Conservation**

Properties worthy of conservation are those which were built from the mid- to late-20th century and reinforce the historical and architectural character of Belle Meade through their design, scale, and materials. Properties worthy of conservation in Belle Meade are defined as follows:

- **Generally, these will be properties built after 1939 although there may be some properties within this category which were built prior to this date.**
- Possess integrity of design, materials, workmanship, setting, location, feeling, and association from their original period of construction.
- Be determined to be a contributing property to an eligible historic district in the National Register of Historic Places.

In most cases the HZC will encourage the preservation of properties worthy of conservation. Properties worthy of conservation which are proposed for demolition or substantial additions will be reviewed by the HZC in order to identify alternatives which meet the property owner’s requirements while preserving the integrity of the property. If no such alternatives are identified properties worthy of conservation may be demolished or receive additions in accordance with the design guidelines.

**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 and the Historic Zoning Overlay Design Guidelines concerning the process for design and the obtainment or denial of a Certification of Appropriateness (CoA). I understand that by omitting information that is required from this application, the application will not be reviewed, and CoA denied. I agree to notify the Building Official of any deviations during construction from the approved (CoA) plans, or a Stop Work Order will be imposed.

Applicant/Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_