



## Town of Nolensville Checklist for Certificate of Appropriateness- Historic District

Decisions of the Historic Zoning Commission are guided by the design standards contained in Section 8.5.13 D of the Nolensville Zoning Ordinance. All checklist items must be submitted with the application. Incomplete applications will not be accepted.

New Construction, New Additions, Porch or Deck Projects		Submitted
1.	Completed Application and Fee	N/A
2.	Description of project	}
3.	Site plan showing the entire lot with property lines and all required setbacks clearly noted. For infill projects, the footprints of the abutting properties should be shown in relation to the proposed building(s)	
4.	Scaled architectural elevations or drawings of each façade with dimensions and materials specified. For additions, the existing and proposed elevations should be clearly delineated. For infill projects, the building height and porch floor heights of the abutting properties should be shown in relation to the proposed building	
5.	Square footage of proposed additions/new construction. The square footage of the principle historic structure's footprint and any other existing structures on the property is required for additions and new construction	
6.	Plans showing all associated site improvements including sidewalks, lighting, pavement, etc.	
7.	Window and Door manufacturer and model	
8.	Current photographs of building or site	
9.	Signed and notarized Owner Affidavit (if the property owner is authorizing someone else to represent them)	
<b>Exterior Alterations or Rehabilitation</b>		
1.	Completed Application and Fee	N/A
2.	Description of project and proposed materials	}
3.	Photographs of project site location	
4.	Architectural elevations or drawings	
5.	Specification information for any proposed materials/architectural features	
6.	Documentation of earlier historic appearance (for restoration only)	
7.	Signed and notarized Owner Affidavit (if the property owner is authorizing someone else to represent them)	
<b>Permanent Signs</b>		
1.	Completed Application and Fee	✓
2.	Description of project and proposed signs	✓
3.	Specification information that illustrates how the proposed signage will look, including notes on dimensions of the signage, height from grade, materials and colors (must also comply with Section 7.1 Sign Standards of the Nolensville Zoning Ordinance)	✓
4.	Photographs of the project site	✓
5.	Signed and notarized Owner Affidavit (if the property owner is authorizing someone else to represent them)	✓
<b>Fencing</b>		
1.	Completed Application and Fee	N/A
2.	Description of project and scope of work	}
3.	Specification information that illustrates how proposed fencing will look, including height, materials, and any proposed fencing features such as gates	
4.	Site plan that demonstrates proposed location/perimeter of fencing	
5.	Photographs of project site location	
6.	Signed and notarized Owner Affidavit (if the property owner is authorizing someone else to represent them)	
<b>Relocation</b>		
	Relocation is discouraged but may be preferable to demolition when the new location would be compatible	✓

	with the character of the building	N/A
	A pre-application meeting is recommended with Town Planning Staff prior to applying for relocation	}
	Completed Application and Fee	
	Provide the proposed location of the relocated structure and the intended use of the space made available by relocating the structure	
	Compatibility of the relocated structure with the adjacent structure(s) is required for for relocation. Provide images of the proposed site, structure, surrounding buildings, age and details of the building that is proposed to be relocated.	
	Signed and notarized Owner Affidavit (if the property owner is authorizing someone else to represent them)	
<b>Demolition</b>		
	Demolition of Historic or Historically significant structures is highly discouraged unless there are extraordinary circumstances so as to maintain the sense of place of the Nolensville Historic District	N/A
	A pre-application meeting is recommended with Town Planning Staff prior to applying for demolition	}
	Completed Application and Fee	
	Description of the structures condition and reason for demolition. If economic hardship is proposed, applicant must also supply all checklist items for "determination of economic hardship"	
	Photographs of the structure's current condition showing all elevations, interior, accessory structures and site features	
	The age and history of the structure must be researched and provided by the applicant.	
	A consideration of demolition is what is proposed to replace the structure being proposed for demolition. Detail further utilization of the site by providing all checklist items required for "New Construction" listed above	
	Signed and notarized Owner Affidavit (if the property owner is authorizing someone else to represent them)	
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