



# PRESERVATION PERMIT APPLICATION

## METROPOLITAN HISTORIC ZONING COMMISSION

3000 Granny White Pike, Nashville, TN 37204

615-862-7970, 615-862-7974 fax, [histlap1@nashville.gov](mailto:histlap1@nashville.gov), [www.nashville.gov/mhc](http://www.nashville.gov/mhc)

**DEADLINE:** Complete applications must be received by the first Wednesday of the month to be scheduled for the next MHZC hearing which takes place on the third Wednesday of the month. (With the exception of November 2012 when the Commission will meet on November 14th. The deadline for that meeting is

October 31, 2012.) Incomplete applications will not be scheduled until all information has been received.

**PROPERTY ADDRESS:** \_\_\_\_\_

**APPLICANT** (All communication by phone, fax, email or mail will be with the applicant.)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax Number \_\_\_\_\_ Email \_\_\_\_\_

Owner  Contractor  Architect/Designer  Other \_\_\_\_\_

**PROPERTY OWNER** (If different from applicant.)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax Number \_\_\_\_\_ Email \_\_\_\_\_

**TYPE OF WORK**  New Construction (Addition)  Demolition  Renovation  Other \_\_\_\_\_

(Only exterior projects are reviewed.)

**DESCRIPTION OF WORK** (Please use a separate sheet of paper for longer descriptions.)

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

Any substitution or deviation from the approved work items listed on the Preservation Permit requires further review and approval by the Historic Zoning Commission prior to being undertaken. Accurate scale elevations, drawings, and site plans are needed for project review. The MHZC retains copies of all materials submitted.

**Does the project require an alteration to base zoning?** Please see bottom of page 2 for more information.

Yes  NO

**Estimated Cost of Work** \_\_\_\_\_

**Code Administration's Temporary Bldg Permit #** \_\_\_\_\_

(This number starts with a "T" followed by the year. It may also be obtained later.)

**Covenant Instrument #** \_\_\_\_\_

(Required for Detached Accessory Dwelling Units)

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

I/We the above signed do hereby make application for a Preservation Permit following plans and proposals to be undertaken within the boundaries of an historic preservation overlay pursuant to Article IX of the Metropolitan Code.

## INFORMATION TO BE SUBMITTED WITH APPLICATION

All applications must have documentation which clearly illustrates the proposed exterior appearance of the project. **Incomplete applications will not be scheduled for a MHZC public hearing until they are complete.** Design Guidelines available online at [www.nashville.gov/mhc](http://www.nashville.gov/mhc).

### NEW CONSTRUCTION (Including Additions)

**At least one complete set of drawings should be no larger than 11 x 17 and MUST be to scale.**

- Site plan showing the entire lot with property lines and with all setbacks clearly noted. For infill projects, the footprints of the abutting properties should be shown in relation to the proposed building and elevation contour lines. *Basic site plans may be obtained at [www.nashville.gov/mpc/property/index.asp](http://www.nashville.gov/mpc/property/index.asp). More accurate maps may be obtained at Community Plans/Planning Commission.*
- Elevation drawings of each façade with dimensions (including roof pitch) and materials specified. For additions, existing and proposed 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.
- Floor Plans
- Plans showing all associated site improvements, e.g. sidewalks, lighting, pavement, etc.
- Cross-cut drawings for windows and doors (including measurements and materials)
- Current photographs of building or site. (Digital preferred)
- Drawings, samples, product literature manufacturer's illustrations may be required
- Roof plan may be necessary for complex additions or new construction
- Demolition plans are required for projects that require partial demolition.

### DEMOLITION

**At least one complete set of drawings should be no larger than 11 x 17 and MUST be to scale.**

- Written description of the structure's condition and reason for demolition.
- Photographs of structure's current condition showing all elevations, interior, accessory buildings and site features.
- Describe the proposed reuse of the site, including plans of any proposed new structure.

### REHABILITATION (Historic Preservation Districts Only)

**At least one complete set of drawings should be no larger than 11 x 17 and MUST be to scale.**

- Plans or drawings illustrating the proposed work
- Photographs (detail and overall) of the relevant facades
- Specifications, manufacturer's literature and samples may be required
- Cross-cut drawings for windows and doors (including measurements and materials)

### ECONOMIC HARDSHIP (When demolition has been denied.)

The Economic Hardship process is to determine the economic hardship of the property, not the property owner.

- Estimated cost of demolition
- Report from a licensed engineer
- Estimated market value of current condition and after alterations to meet basic code requirements
- Estimate from an architect, developer, real estate consultant, appraiser or other real estate professional experienced in rehab as to the economic feasibility of rehab or reuse of the structure
- Amount Paid for the property, date of purchase, who purchased from including a description of the relationship, if any, and terms of financing between seller and buyer
- For income producing properties: Annual gross income for the previous two years, itemized operating and maintenance expenses for the previous two years, and depreciation deduction and annual cash flow before and after debt service
- Any additional information requested

### SETBACK REDUCTIONS

The MHZC has the ability to reduce the setbacks required by base zoning where there is historic precedence. If your project does not meet the base zoning setback requirements it is your responsibility to notify all adjacent (all properties around the subject property) property owners of the public hearing and the request for a setback reduction. A sample letter may be requested. In addition, the MHZC will post a sign in the front yard seven days prior to the hearing.

### DECISION MAKING

Decisions of the MHZC are guided by design guidelines based on the National Park Services' Secretary of Interior Standards for Rehabilitation. To view the design guidelines, visit [www.nashville.gov/mhc/mhzc/districts.asp](http://www.nashville.gov/mhc/mhzc/districts.asp)

### SUBMITTING AN APPLICATION

Applications may be scanned and emailed to [histlap1@nashville.gov](mailto:histlap1@nashville.gov). Please note that applications sent to individual staff members may not be received by the deadline if that staff person is out-of-town. For security reasons, metro mail will not send you an "out-of-office" message so to assure that your application has been received send to [histlap1@nashville.gov](mailto:histlap1@nashville.gov) and always call to confirm receipt.