



PRESERVATION PERMIT APPLICATION

METROPOLITAN HISTORIC ZONING COMMISSION

3000 Granny White Pike, Nashville, TN 37204

615-862-7970, 615-862-7974 fax, HistoricalCommission@nashville.gov

DEADLINE: **Complete** applications must be received a minimum of 16 days prior to the next MHZC hearing which takes place on the third Wednesday of the month. Please visit www.nashville.gov for the schedule. 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 _____ Email _____

Owner Contractor Architect/Designer Other _____

PROPERTY OWNER (If different from applicant.)

Name _____

Mailing Address _____

City _____ Zip code _____

Contact Phone _____ Email _____

Code Administration's Temporary Bldg Permit # _____

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

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.

*Please include all support materials in the email.

INFORMATION TO BE SUBMITTED WITH APPLICATION

Incomplete applications will be given a disapproval recommendation from Staff (unless the applicant chooses to defer the public hearing in order to submit a completed application). Design Guidelines available online at <http://nashville.gov/Historical-Commission/Services/Preservation-Permits/Districts-and-Design-Guidelines.aspx>.

ECONOMIC HARDSHIP (Demolition request for historic building.)

The Economic Hardship process is to determine the economic hardship as it relates to the cost associated with the property, not the financial stability of the property owner. It is the responsibility of the applicant to prove a hardship.

The following are recommended items that will assist the staff or MHZC in its review of your application :

- Estimated cost of demolition
- Detailed report from a licensed engineer outlining each issue and including photographs. Complete reports generally include qualifications of inspector noting his/her preservation technology experience, findings, methodology, information keyed to photographs, source of information, scope of services requested by applicant.
- Estimated market value of current condition and after alterations to meet basic code requirements
- Two detailed estimates from an architect/designer, developer, general contractor or other real estate professional experienced in rehab. Preferably, the estimates should include the preservation qualifications of the estimator
- 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.
- Remaining balance on the mortgage or other financing secured by the property and annual debt-service, if any, during the prior three years
- Assessed value of the property according to the two most recent assessments
- Real estate taxes for the previous four years and assessed value of the property according to the two most recent assessed valuations
- All appraisals obtained within the last two years by the owner or applicant in connection with the purchases, financing or ownership of the property
- Form of ownership or operation of the property, whether sole proprietorships, for-project or not-for-profit corporation, limited partnership, joint venture or other
- Any listing of the property for sale or rent, price asked, and offers received if any, within the previous two years, including testimony and relevant documents regarding: any real estate broker or firm engaged to sell or lease the property, reasonableness of price or rent sought by the applicant and any advertisements placed for the sale or rent of the property
- Evidence of due diligence conducted prior to purchase, that would have revealed the existence of the overlay.
- Evidence of regular maintenance of the property
- Feasibility of alternative uses for the property that could earn a reasonable economic return
- Any inspection reports conducted prior to purchase, if the building has been purchased in the last 12 months
- Evidence that substantial avenues for reuse were attempted, which may include actions such as:
 - Applied for 20% Rehab Tax Credits and the results
 - Applied for historic preservation grant with the Tennessee Historical Commission and the results
 - Researched and applied for any other financial assistance that may be available for historic resources, the business planned, or rehabilitation and the results
 - Worked with MHZC Staff on the possibility of an addition that would make rehab more viable
 - Considered construction of detached accessory dwelling unit
- Any additional information requested
- See all provisions of MCL § 17.40.420.D

SUBMITTING AN APPLICATION Applications may be scanned and emailed to HistoricalCommission@nashville.gov.