

**Bartlett Planning and Economic Development  
Department**  
6382 Stage Road, P.O. Box 341148  
Bartlett, TN 38184-1148  
Phone: 901-385-6417, Fax 901-385-6419  
[www.cityofbartlett.org](http://www.cityofbartlett.org)

***Bartlett Historic Preservation Commission***  
Application for a  
Certificate of Appropriateness

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Owner/Developer \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Architect \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

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\_\_\_\_\_ Submit building plans in compliance with the "Criteria for Issuance of Certificates of Appropriateness" (back of this form). Plans found not to be in compliance may be continued to a subsequent meeting.

\_\_\_\_\_ Submit this application, including thirteen (13) copies of all materials, at least four (4) weeks prior to the regularly scheduled meeting of the Historic Preservation Commission. (The HPC meets on the 3rd Monday of every month.) It is recommended that the applicant review application materials with City staff before making the copies.

\_\_\_\_\_ Include a fee of \$100.00 with this application, to offset the cost of the newspaper legal ad for the required public hearing (check payable to the City of Bartlett).

*Bartlett Historic Preservation Commission*  
Criteria for Issuance of  
Certificates of Appropriateness

**CRITERIA FOR ISSUANCE OF CERTIFICATES OF APPROPRIATENESS:**

(Bartlett Zoning Ordinance, Art. VI, Sec. 25)

The Historic Preservation Commission shall use the Secretary of the Interior's Standards for Rehabilitation as the basics for Design Guidelines created for each district or landmark and the following criteria in granting or denying certificates of appropriateness:

**1. General Factors:**

- a. Architectural design of existing building, structure, or appurtenance and proposed alteration;
- b. Historic significance of the resource;
- c. Materials composing the resource;
- d. Size of the resource;
- e. The relationship of the above factors to and their effect upon the immediate surroundings and, if within a preservation district, upon the district as a whole and its architectural and historic character and integrity.

**2. New Construction:**

- a. The following aspects of new construction shall be visually compatible with the buildings and environment with which the new construction is visually related, including but not limited to height, gross volume, proportion between width and height of the facade(s), proportions and relationship between doors and windows, rhythm of solids to voids created by openings in the facade, materials, textures, patterns, trims, and design of the roof.
- b. Existing rhythm created by existing building masses and spaces between them shall be preserved.
- c. The landscape plan shall be compatible with the resource, and it shall be visually compatible with the environment to which it is visually related. Landscaping also shall not be detrimental to the fabric of a resource or adjacent public or private improvements like sidewalks and walls.
- d. No specific architectural style shall be required.

**3. Exterior Alteration:**

- a. All exterior alterations to a building, structure, object, site, or landscape feature shall be compatible with the resource itself and other resources to which it is related.
- b. Exterior alterations shall not adversely affect the architectural character or historic quality of a

resource or the significance of resource sites.

4. In considering an application for the **demolition** of a landmark or a resource within a preservation district, the following shall be considered:
  - a. The Historic Preservation Commission shall consider the individual architectural, cultural, and/or historic significance of the resource.
  - b. The Historic Preservation Commission shall consider the importance or contribution of the resource to the architectural character of the district
  - c. The Historic Preservation Commission shall consider the importance or contribution of the resource to neighboring property values.
  - d. The Historic Preservation Commission shall consider the difficulty or impossibility of re-producing such a resource because of its texture, design, material, or detail.
  - e. Following recommendation for approval of demolition, the applicant must seek approval of replacement plans, if any, as set forth in Section 25, paragraph I, prior to receiving a demolition permit and other permits. Replacement plans for this purpose shall include, but shall not be restricted to, project concept, preliminary elevations and site plans, and completed working drawings for at least the foundation plan, which will enable the applicant to receive a permit for foundation construction from the City Code Enforcement Department.
  - f. Applicants who have received a recommendation for demolition shall be required to obtain a demolition permit as well as a certificate of appropriateness for the new construction.
  - g. When the Historic Preservation Commission recommends approval of demolition of a resource, a permit shall not be issued until all plans for the site have received approval from all appropriate city boards, Commissions, departments, and agencies.