

Application # _____

Date filed _____

Fee: \$25 for minor works, \$50 for all other applications

(_____ check _____ cash _____ receipt number)

Town of Nashville Application for Certificate of Appropriateness

Applicant's name _____

Applicant's address _____

Applicant's work phone _____ Home phone _____

Property owner's name _____ Phone _____

Owner's address _____

Address of property where work is to be done _____

PLEASE NOTE – Names and addresses of property owners within 100' must also be provided for some projects- see page 3

Description of proposed work: _____

(Attach additional sheets if necessary)

Estimated start date _____ Estimated cost of project: _____

FOR MAJOR WORKS PROJECTS ONLY:

Legal description of property *(attach additional sheets if necessary)* _____

Developer _____ Phone _____

Contractor _____ Phone _____

Architect/Engineer _____ Phone _____

Other approvals needed _____

Submittal checklist:

*** NEW CONSTRUCTION OR ADDITION:**

- _____ **2 copies** of site plan showing existing structures, driveways, major landscaping, and floodplain boundaries, and location of proposed new structures, driveways and landscaping
- _____ Photographs showing a view of the street with the building site and adjacent properties
- _____ **2 copies** of elevations of the proposed new building or addition
- _____ Samples of proposed exterior materials
- _____ Descriptions or samples of proposed lighting, including documentation of amount of light that will be produced by the fixture(s)
- _____ Photographs and/or drawings showing proposed location of lighting
- _____ **2 copies** of parking site plan showing location of parking spaces in relation to surrounding structures, number and dimensions of spaces, circulation patterns, drainage and landscape plans

- _____ Descriptions or samples of bike racks, benches or other special features, if included, and site map or photograph showing proposed location
- _____ Any additional supporting materials necessary for the Development Review Commission to make its decision

*** ALTERATIONS TO AN EXISTING BUILDING:**

- _____ Photographs showing existing conditions
- _____ Description and samples of materials to be used

If painting:

- _____ Color samples
- _____ Specify where colors will be applied and which elevations will be painted

If changes will be made to parking and/or lighting:

- _____ Descriptions or samples of proposed lighting, including documentation of amount of light that will be produced by the fixture(s)
- _____ Photographs and/or showing proposed location of lighting
- _____ Parking site plan showing location of parking spaces in relation to surrounding structures, number and dimensions of spaces and circulation patterns, drainage and landscape plans
- _____ Descriptions or samples of bike racks, benches or other special features, if included, and site map or photograph showing proposed location
- _____ For a substantial rehabilitation project, the applicant may also be required to supply site plans, elevations, floor plans, and additional supporting materials as determined necessary by the DRC in order to make its decision. If these are necessary, **2 copies** should be provided.

*** PLEASE NOTE - An Improvement Location Permit from the Brown County Area Plan Commission is also required for new construction or structural changes. An ILP cannot be issued until a Certificate of Appropriateness is received.**

If any changes or deviations are made from the original application as approved, a new or amended COA must be obtained from the Development Review Commission or its staff.

*** SIGNAGE**

Applications for Sign Permits are available at Nashville Town Hall, 200 Commercial Street.

Affidavit of Application

1. *Work cannot be started before a Certificate of Appropriateness (COA) is approved.*
2. *The COA must be posted on site in a conspicuous location, visible from the street, and must remain in place during the entire period of construction.*
3. *The design permit becomes void twelve months from the date the permit was issued.*
4. *If any changes or deviations are made from the original application, a new or amended COA must be obtained from the Development Review Commission or its staff.*
5. *The undersigned owner or agent understands that the approval of this application does not constitute a privilege to violate any applicable governmental ordinances, codes or laws. In addition, any omission or misrepresentation of fact, with or without intention of the undersigned, or any alteration or change from the approved work will result in the revocation of any permit issued which was based on the approval of this application.*
6. *If included, I (we) attest that the list of property owners within 100 feet provided with this application is accurate and complete to the best of my knowledge, and was obtained from an authorized office of the Brown County government.*
7. *I (we) also understand that the application fee does not include the fees associated with other construction management reviews or applications. Fees for design review and/or construction management review are the direct responsibility of the applicant payable directly to the engineering firm(s) specified by the Town at rates set out by various agreements and/or ordinances of the Town for services, inspections, reports, etc. required by the Town or State.*

Signature of applicant _____ Date _____

Printed name of applicant _____

I hereby authorize the work described in this application at this location.

Signature of property owner (if not applicant) _____

Printed name of property owner _____ Date _____

Applicant name: _____

Address where work will be done: _____

OWNERS OF PROPERTY WITHIN 100 FEET OF PROPOSED PROJECT
(NOT REQUIRED FOR MINOR WORKS PROJECTS)

Assistance in developing this list may be obtained from the Brown County Surveyor's Office, 201 Locust Lane

Name	Mailing address
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1. _____	
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Location of property: _____	
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2. _____	
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Location of property: _____	
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3. _____	
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Location of property: _____	
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4. _____	
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Location of property: _____	
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5. _____	
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Location of property: _____	
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6. _____	
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Location of property: _____	
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7. _____	
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Location of property: _____	
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8. _____	
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Location of property: _____	
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(Attach additional sheets if necessary)

QUESTIONS ABOUT A PROJECT?

Town of Nashville

Office of the Town Administration	988-5526
Office of the Clerk-Treasurer	988-7064
Water & Sewage Utilities	988-5526
Fire Department	988-4242
Town Police Department	988-5533

Brown County

Area Plan Commission	988-5490
Building Department	988-5490
Office of the Surveyor	988-5500
Soil and Water Conservation District	988-2211
Health Department	988-2255

State of Indiana

Department of Transportation	
Bloomington subdistrict	812-332-1411
Columbus subdistrict	812-372-7837
Department of Natural Resources	
Division of Historic Preservation & Archaeology	317-232-1646
Division of Water	317-232-4160
Department of Environmental Management	317-232-8603

Utilities

Duke Energy	800-521-2232
Indiana Natural Gas	812-988-2512
Brown Co. Water Utility	812-988-6611
Indiana Landmarks	812-284-4534

DEVELOPMENT REVIEW COMMISSION REPORT
(for DRC use)

Date received _____ Received by _____

Hearing date _____

DRC Action:

_____ Approved _____ Minor works

_____ Approved with conditions

Conditions _____

_____ Denied

Applicable design standards:

DRC Chair signature

Date

DRC staff signature, if minor works