

**COMMON DESIGN REVIEW BOARD**

**APPLICATION FOR APPROPRIATENESS**

DATE RECEIVED: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

FILING FEE: SEE FEE SCHEDULE      PAYMENT TYPE:    CASH \_\_\_\_\_    CHECK \_\_\_\_\_    RECEIPT NUMBER: \_\_\_\_\_

(for office use only)

Application Inquiries:      Clarksville / Montgomery County Regional Planning Commission  
329 Main Street, Clarksville, TN 37040 /www.emerpc.com  
Marie Helwig, Design Review Coordinator  
931-645-7448 / [marie.helwig@cityofclarksville.com](mailto:marie.helwig@cityofclarksville.com)

**1. Name and address of owner(s) of the subject property:**

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

**Email:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**2. Name and address of authorized agent:**

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

**Email:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**3. Tax Map and Parcel Number: \_\_\_\_\_ (portion thereof) circle, if applies.**

a. **Location of the request:** \_\_\_\_\_

b. **Zoning Classification:** \_\_\_\_\_

c. **Design Review Standard:** \_\_\_\_\_

**4. Description of the Request:**

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

**5. Submittal Checklist: (One Hard Copy is Required and a Digital Submission is Encouraged)**

- \_\_\_ Exterior Photographs;
- \_\_\_ 1 copy of proposed site plan (to scale) showing all site improvements, including landscaping;
- \_\_\_ Completed color exterior scale (1/8" scale minimum);
- \_\_\_ Samples of exterior materials including brick, stone, metals, glass, roofing;
- \_\_\_ Detailed scale drawings of awnings, signs, and mounting brackets, indicating proposed colors;
- \_\_\_ Color photographs of all sides of the existing exterior for remodeling, rehabilitation, or demolition. For new demolition, remodeling, and construction, photographs or other representative documents, shall show contiguous properties;

Applicant / Agent signature: \_\_\_\_\_ Date: \_\_\_\_\_