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 www.knoxmpc.org

Downtown Knoxville Design Overlay District Certificate of Appropriateness

Name of Applicant: _____

Owner Contractor Architect Engineer Other _____

Date Filed: _____ Application accepted by: _____

Fee Amount: _____ Review Date: _____ File Number: _____

PRE-APPLICATION CONFERENCE	Date Completed: <input style="width: 80%;" type="text"/>
<p style="text-align: center;">PROPERTY INFORMATION</p> <p>Building or Project Name: _____ _____</p> <p>Street Address: _____</p> <p>Parcel Identification Number(s): _____ _____</p>	<p style="text-align: center;">PROJECT ARCHITECT/ENGINEER</p> <p>PLEASE PRINT Name: _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>
<p style="text-align: center;">PROPERTY OWNER</p> <p>PLEASE PRINT Name: _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>	<p style="text-align: center;">PROJECT CONTRACTOR</p> <p>PLEASE PRINT Name: _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>
FOR OFFICE USE ONLY	
<p style="text-align: center;">ACCOMPANYING MATERIALS</p> <p>Please see the reverse side of this form for a list of information required as part of this application.</p>	<p style="text-align: center;">PROJECT CONTACT</p> <p>All application-related correspondence should be directed to:</p> <p>PLEASE PRINT Name: _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>
<p style="text-align: center;">PROJECT INFORMATION</p> <p>LEVEL 1: \$50 <input type="checkbox"/> Minor Alteration of an Existing Building/Structure <input type="checkbox"/> Sign</p> <p>LEVEL 2: \$100 <input type="checkbox"/> Major Alteration of an Existing Building/Structure <input type="checkbox"/> Addition to an Existing Building/Structure</p> <p>LEVEL 3: \$250 <input type="checkbox"/> Construction of New Building/Structure</p>	<p style="text-align: center;">PROJECT CONTACT</p> <p>All application-related correspondence should be directed to:</p> <p>PLEASE PRINT Name: _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>

NOTE: Payment is due at time of application. Please make check payable to Knoxville Knox County Metropolitan Planning Commission.

ACCOMPANYING MATERIALS

All applications must be accompanied by a written description of the request(s). The description may be brief but must include information on existing conditions and each element of the overall project. We require one (1) paper copy and one (1) PDF file OR 10 paper copies of ALL printed materials. A graphic scale is required for all scaled drawings.

LEVEL 1:

SIGNS:

1. Scaled drawings for proposed signs
 - a. Drawings for wall signs should include a scaled drawing of the facade(s) on which the signs will be placed.
 - b. For free-standing signs, a site plan should include the location of signs and the relationship to existing buildings and other site features on the property.
2. Fully labeled color photographs of the property and surrounding properties
3. A list of proposed materials and colors, including manufacturer's specifications.
4. Information illustrating the design and type of lighting, if any.

LEVEL 1 & LEVEL 2:

ALTERATION OF AN EXISTING BUILDING/STRUCTURE:

1. Scaled drawings, or a written narrative for simpler projects, indicating the extent of the proposed alteration.
2. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
3. A list of proposed materials.
4. Other information needed to explain your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

LEVEL 2:

ADDITION TO AN EXISTING BUILDING/STRUCTURE:

1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property and neighboring properties, as well as the relationship to property lines.
2. Building elevations for all sides. Drawings for additions should illustrate the relationship to the existing structure. Drawings should show the relationship to buildings on the property and adjacent lots.
3. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
4. A list of proposed materials.
5. Information illustrating the design and type of lighting and trim details.
6. Other information needed to explain your request such as labeled photos of existing elements that you wish to imitate from the subject property or any other property.

LEVEL 3:

CONSTRUCTION OF NEW BUILDING/STRUCTURE:

1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property and neighboring properties, as well as the relationship to property lines.
2. Building elevations for all sides. Drawings should show the relationship to buildings on the property and adjacent lots.
3. Fully labeled color photographs of the property, with detailed photos of any existing elements that you wish to change.
4. A list of proposed materials.
5. Information illustrating the design and type of lighting and trim details.
6. Other information needed to explain your request.

LEVEL 3:

SITE DESIGN, PARKING, PLAZAS, LANDSCAPE:

1. Site Plan, indicating the extent of the proposal and its relationship to any existing structures on the property, streets, public property, and any structures on immediate adjacent lots.
2. Landscape plan, indicating species and planting sizes, irrigation, lighting location and detail, hardscape materials and colors
3. Fully labeled color photographs of the property and surrounding properties
4. Information illustrating the design and type of lighting and other design elements.

NOTE: Demolition Of An Existing Building/Structure

Please check with local H-1 or National Register Districts before considering demolition of an existing structure.