

**Knoxville/Knox County Metropolitan Planning Commission
Knoxville/Knox County Historic Zoning Commission**

Certificate (File) No.:

Date Filed:

**APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS**

I (we) make application for a Certificate of Appropriateness for the plans and proposals described for the following property.

1. NAME OF APPLICANT:

Address:

Telephone:

Fax:

Relationship to Owner:

2. NAME OF OWNER:

Address:

Telephone:

Fax:

3. LOCATION OF PROPERTY (Address, Lot, and Parcel No.):

Address:

Tax ID:

4. TYPE OF WORK:

Level:

**5. DESCRIPTION OF
WORK:**

(See Part 2 of this application for additional information to be submitted with the application. A copy of all information which is submitted with an application must be retained by the Knoxville/Knox County Historic Zoning Commission.)

6. SIGNATURE OF APPLICANT: _____

Date: _____

Return application to:

Knoxville/Knox County Historic Zoning Commission,
Suite 403, City/County Building, 400 Main Street,
Knoxville, Tennessee 37902.

FOR STAFF USE ONLY

Date Received _____ Approved _____ Disapproved _____
Approved As Modified _____ Date Acted On _____

PART 2 - INFORMATION TO BE SUBMITTED WITH YOUR APPLICATION

Attach the following information for each type of work proposed:

LEVEL I. STANDARD REPAIR / LEVEL II. REPLACEMENT/REPAIR:

1. Check each work item for which approval is requested:

- | | | |
|------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Architectural feature | <input type="checkbox"/> Masonry cleaning, tuckpointing, or painting | <input type="checkbox"/> Security grilles on windows and doors |
| <input type="checkbox"/> Awning or canopy | <input type="checkbox"/> Parking lot (paving, entrance drives, landscaping) | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Curb cut | <input type="checkbox"/> Porch (columns, cornice, trim, etc.) | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Material changes (wood, brick, metal, etc.) | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Door | <input type="checkbox"/> Mechanical system unit | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Retaining wall | <input type="checkbox"/> Solar collectors |
| <input type="checkbox"/> Guttering | <input type="checkbox"/> Roof (change in shape, features, materials) | <input type="checkbox"/> Storm windows or doors |
| <input type="checkbox"/> Light fixture | <input type="checkbox"/> Satellite dish | <input type="checkbox"/> Windows, skylights |
| | | <input type="checkbox"/> Other: |

2. List and describe in detail all work to be done for each item checked. Include the following materials when appropriate:

- Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
- If application is for a fence, include a site plan in addition to the information in item 1.
- If material changes are proposed, please provide a description of them. The architect's specifications or brochures should suffice; however, the Commission may request samples of new materials.

LEVEL III. NEW CONSTRUCTION OF PRIMARY BUILDING(S) OR DEVIATION FROM GUIDELINES:

Describe the nature of the proposed project. Include the following materials when appropriate:

- Site plan with measured distances.
- Elevation drawings of each facade and specifications which clearly show the exterior appearance of the project.
- Samples or other description of materials to be used.
- Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

LEVEL IV. DEMOLITION OR RELOCATION OF CONTRIBUTING STRUCTURE:

- Describe the structure's condition and reason for demolition.
- Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.
- Explain what will be moved, where, why, and proposed changes.
- If a building will be moved into the district from outside, include photographs.
- Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.