

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
KNOXVILLE/KNOX COUNTY HISTORIC ZONING COMMISSION**

Please print all information:

1. NAME OF APPLICANT: _____

Address: _____

Telephone: _____ E-mail address: _____

Relationship to Owner: _____

2. NAME OF OWNER: _____

Address: _____

Telephone: _____ E-mail address: _____

3. LOCATION OF PROPERTY:

Address: _____ Tax ID/Lot/Parcel No: _____

4. LEVEL OF WORK (circle Level)

Level I Routine repair, replacement of non-original materials in-kind; removal of artificial siding or late additions; installation of gutters, storm windows/doors, screen doors, satellite dishes, or signage; demolition of a noncontributing structure; renewal of COA

Level II Major replacement of materials or architectural elements; construction of addition or outbuilding

Level III Construction of a new primary building; subdivision of individually designated property

Level IV Demolition or relocation of a contributing structure

5. DESCRIPTION OF WORK: (See Part 2 of this application for additional information that is required for submittal 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: MPC, Knoxville/Knox County Historic Zoning Commission, Suite 403, City/County Building, 400 Main Street, Knoxville, Tennessee 37902 or **Fax:** 865-215-2068. **Incomplete applications will not be accepted.**

FOR STAFF USE ONLY	
Date Received _____ .	Approved _____ Disapproved _____ Approved As Modified _____ .
Date Acted On _____ .	

**INFORMATION REQUIRED TO BE SUBMITTED BEFORE
CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION CAN BE ACCEPTED**

Incomplete applications will not be accepted. All required information must be submitted before the COA application and fee will be accepted for the next available Historic Zoning Commission (HZC) agenda. Checks mailed with an incomplete application will be returned and the application will not be placed on the HZC agenda.

A. EXTERIOR ALTERATION OR REPAIR:

- Circle each work item for which approval is requested:

Accessory structure	Masonry (including painting)	Satellite dish
Architectural feature	Material changes	Shutters
Awning or canopy	Mechanical system unit	Siding
Deck	New construction	Signs
Door	Parking lot (entrance drives, paving, fencing)	Skylights or solar collectors
Fencing and walls	Porch (including any porch elements)	Storm windows or doors
Guttering	Roofing	Windows

- Describe the proposed work in detail and include the following information:
 - a. Sketches, photographs, manufacturer's specifications, illustrations, and detailed drawings are required for major changes in architectural features and materials
 - b. Samples, description, and specifications for proposed materials
 - c. Site plan for fence / retaining wall applications

B. NEW CONSTRUCTION:

- Describe the proposed project in detail and include the following information:
 - a. Dimensioned site plan showing building footprint
 - b. Dimensioned elevation drawings that clearly show the exterior appearance of the building
 - c. Samples, description, and specifications for proposed materials and architectural features
 - d. Description and drawings or photos of site improvements such as fences, walls, and paving

C. RELOCATION OF STRUCTURE:

- a. Description of structure and its condition and reason for relocation
- b. Photographs of the structure at existing location
- c. Site plan for, and photos of, proposed location
- d. Description of any site features that will be disturbed such as topography, retaining walls, fences

D. DEMOLITION OF CONTRIBUTING STRUCTURE:

- a. Description of the structure and its condition of the structure and reason for proposed demolition
- b. Photos of overall structure and its details