



APPLICATION FOR THE DOWNTOWN MARYVILLE DESIGN REVIEW BOARD

APPLICATION DEADLINE: Complete applications must be received by the Development Services Department by the first working day of each month in order to be placed on that month's agenda. Faxed or e-mailed applications will not be accepted. Ten (10) collated copies of your application, including color copies, must be submitted. Applicants are encouraged to schedule a meeting with Development Department staff member Tom Weitnauer prior to submitting application to check completeness of the application before the deadline.

MEETING TIME / PLACE / ATTENDANCE: The Board meets on the third Tuesday of each month at 4:30 in the City of Maryville Municipal Center located at 400 W. Broadway Ave., Middle Level, City Council Chamber to review applications. Applicants are strongly advised to attend the meeting to present their applications and answer questions. If Applicants are not present at the meeting, the application may be delayed.

REGULATIONS: Applicants should obtain a copy of the zoning regulations applicable to their property prior to preparing their application. The zoning regulations are in a notebook in the Development Services Department's lobby. The regulations are also available on-line at the following address:
<http://www.maryvillegov.com/education/components/scrapbook/default.php?sectiondetailid=270&linkid=nav-menu-container-4-236&PHPSESSID=af225456abf9d009872ca60f3e1f3b0e>

ATTENTION TO APPLICANTS NEEDING ONLY A SIGN APPLICATION REVIEWED: It is not a requirement to have the Downtown Design Review Board review your proposed signage. However, it is required that Development Services staff member Tom Weitnauer reviews your sign application prior to fabrication and installation of your proposed sign. Complete and submit the Sign Permit Application for review and you will be contacted on the status of the review and future steps to take toward issuance of an approved sign permit.

DATE APPLICATION SUBMITTED: _____

APPLICANT'S NAME: _____

NAME OF COMPANY/BUSINESS: _____

APPLICANT'S PHONE NUMBER: _____

APPLICANT'S MAILING ADDRESS: _____

ADDRESS OF PROPERTY RELATED TO THE APPLICATION: _____

ZONING DISTRICT: _____

ATTACH YOUR PROPOSAL: Applicants must attach a written description of all proposed work and must attach 10 collated copies and supporting information, including color copies, photographs, drawings, building elevations, product brochures, paint chips, etc. to graphically convey your proposal. Submitting just this application will NOT be sufficient.

If you have any questions while you are preparing this application or would like to schedule a pre-submittal meeting, please contact Tom Weitnauer, Development Services Staff member at (865) 273-3507. To mail your application, send to: Attention: Tom Weitnauer, Development Services Department, City of Maryville, 416 W. Broadway Ave., Maryville, TN 37801. Faxed and e-mailed applications will NOT be accepted.