



APPLICATION FOR THE MARYVILLE HISTORIC ZONING COMMISSION

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. Nine (9) 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 Commission meets on the third Tuesday of each month at 5:30 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 historic zoning regulations applicable to their property prior to preparing their application. The 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>

DATE APPLICATION SUBMITTED: _____

APPLICANT'S NAME: _____

APPLICANT'S PHONE NUMBER: _____

APPLICANT'S MAILING ADDRESS: _____

ADDRESS OF PROPERTY RELATED TO THE APPLICATION: _____

ATTACH YOUR PROPOSAL: Applicants must attach a written description of all proposed work and must attach 9 collated copies and supporting information, including color copies, photographs, drawings, building elevations, product brochures, 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.

PROCEDURE AT THE MEETING

- A. Staff will introduce you and your application to the Commissioners, including:
 1. Location of your property
 2. Briefly explaining your proposed project
 3. Showing pictures of your property, and if relevant, its surroundings
 4. Indicating impacts on adjoining property and visibility of proposed work from street
 5. Reading applicable historic zoning regulations
- B. Applicant presents his or her application and takes questions.
- C. Community Input. Any person wanting to address the Commission will have 5 minutes to present:
 1. Opponent concerns. Opponents discuss concerns with Commission, NOT with the Applicant.
 2. Proponent concerns
 3. Applicant rebuttal if requested by the Commission
- D. The Historic Zoning Commission discusses the proposal and makes a motion to approve or deny.