

## Historic Zoning Commission Criteria and Application Requirements

**Application for certificate of appropriateness.** An application for a certificate of appropriateness shall be referred directly by the building official to the historic zoning commission. In applying to the building official for a certificate of appropriateness, the applicant shall submit a dimensional scale plan indicating the shape, size and location of the lot to be built upon and the shape, size, height and location of all buildings to be erected, altered or moved and of any building already on the lot. The applicant shall also state the existing and intended use of all such buildings and shall provide preliminary exterior elevations indicating material, color, architectural features, signs and such other information as may be required by the building official or the historic zoning commission for determining whether this chapter is being observed.

**Historic zoning commission action.** Upon receiving the application, the historic commission shall, within 30 days following the availability of sufficient data, issue to the office of the building official a letter stating its approval, with or without attached conditions, or disapproval with the grounds for disapproval stated in writing.

**Commission review.** In its review of material submitted, the historic zoning commission shall give consideration to:

1. The historic and architectural value of the present structure;
2. The relationship of exterior architectural features of such structure to the rest of the structures of the surrounding area;
3. The general compatibility of exterior design, arrangement, texture and materials proposed to be used; and
4. Any other factor, including aesthetics, which is deemed pertinent.

**Disapproval.** If disapproval is being considered, the historic zoning commission shall describe to the applicant, if possible, the types of changes in the application that would be necessary for the historic zoning commission to consider approval.

**Limitations on historic zoning commission.** The historic zoning commission shall not consider or make any requirements pertaining exclusively to the interior of a structure, shall not grant variances from the terms of this chapter and shall not make any requirement except for the purpose of preventing developments obviously incongruous to the historic aspects of the district.

**Minor improvements.** The historic zoning commission chairman in conjunction with the building official, or designee, shall be responsible for reviewing an application that substantially conforms to the district guidelines and is minor. Minor improvements will not alter the appearance or integrity of the structure, (for example, minor improvements include things such as roof shingles, paint color, or any cosmetic repairs) provided chairman and building official, or designee, agree the minor improvement substantially conforms to the guidelines for that historic district, the chairman is authorized to approve

the minor improvement. Upon such approval a copy will be included as an item on the agenda of the next available historic zoning commission meeting to serve as additional notice of the action taken.

**Application requirements to request a Certificate of Appropriateness:**

- 1. Completed Historic Zoning Application Form
- 2. \$50 Application fee
- 3. Provide staff with a dimensional scale plan indicating the shape, size and location of the lot to be built upon and the shape, size, height and location of all buildings to be erected, altered or moved and of any building already on the lot.
- 4. Provide a description of the existing and intended use of all such buildings
- 5. Provide staff with preliminary exterior elevations indicating material, color, architectural features, signs and such other information as may be required by the building official or the historic zoning commission for determining whether this chapter is being observed.

**\*\*All requested material must accompany a completed application form before it will be accepted by staff and placed on the Historic Zoning Commission Agenda. All application packets along with a \$50 processing fee must be turned into the Kingsport Planning Office by close of business two Fridays before the meeting.**