



**Chattanooga Historic Planning and Zoning**

City of Chattanooga · Land Development Office · Department of Economic and Community Development  
Development Resource Center · 1250 Market Street · Suite 1000 · Chattanooga, TN 37402

**Application for Certificate of Appropriateness (COA)**

Application: <input type="checkbox"/> Complete	Date Submitted: _____
Reviewer: <input type="checkbox"/> Staff Review	<input type="checkbox"/> CHZC Review. Meeting Date: _____
Case Number: _____	<input type="checkbox"/> \$175 Commission Review Application Fee (Includes COA Fee)
<i>This area is for office use only.</i>	<input type="checkbox"/> \$275 Demolitions for Commission Review Application Fee (Includes COA Fee)

**1. Property Address** \_\_\_\_\_

1a. Historic District:  Battery Place  Ferger Place  Fort Wood  St Elmo

1b. Tax Map-Group-Parcel Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **1c. Current Zoning** \_\_\_\_\_

1d. Lot of Record?  Yes  No. If yes, applicant shall provide proof that the lot was legally platted on or before June 20, 1961 with the Hamilton County Register of Deeds. *This information is required for new construction or additions.*

**2. Name of Applicant** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

How would you prefer to be contacted?  Email  Phone

Official notifications of Certificate of Appropriateness from CHZC Review will occur via written mail.

(Required by City Code: Chapter 10, Article II, Historic Zoning, Section 10-15. Certificates of Appropriateness, (f) Approval or Denial. (Ord. No. 9112, § 1, 1-24-89; Ord. No. 9250, § 5; 10-10-89; Ord. No. 9544, §§ 6, 7, 4-30-91; Ord. No. 12656, § 1, 10-9-12.)

2a. Is the applicant the property owner?  Yes  No. If no, what is your interest? \_\_\_\_\_

**3. Name of Property Owner** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**4. Proposed Work** (check all that apply) *Elaborate further in #6. Detailed description of work.*

**4a. Staff Review.** *Staff approval may be provided for work that meets the design guidelines and is not one (1) of the following: New construction of primary structures, outbuildings, or garages; additions, demolition; parking lots.*

- |  |   |
|--|---|
| <input type="checkbox"/> Alterations to the Existing Structure         | <input type="checkbox"/> Fence/ Retaining Wall/ Walkway <i>(Not requiring a building permit)</i>          |
| <input type="checkbox"/> Repair/ Restoration to the Existing Structure | <input type="checkbox"/> Tree/ Landscape Alterations <i>(Fort Wood, Battery Place &amp; Ferger Place)</i> |
| <input type="checkbox"/> New Parking/ Driveway Area                    | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> COA Renewal                                   |   |
| <input type="checkbox"/> Signs   |   |

**4b. CHZC Review.** *The CHZC must review all applications for new construction of primary structures, outbuildings, garages, additions; demolition and parking lots as well as any applications that the staff refers to the CHZC. Staff refers cases inconsistent with the Guidelines to the CHZC for their review.*

- |   |  |
|---|--|
| <input type="checkbox"/> New Construction   | <input type="checkbox"/> Outbuilding/Garage  |
| <input type="checkbox"/> Primary Structure  | <input type="checkbox"/> Fence/ Walkway/ Retaining Wall <i>(Requiring a building permit)</i> |
| <input type="checkbox"/> Building Addition  | <input type="checkbox"/> Part of Primary Structure   |
| <input type="checkbox"/> Demolition   | <input type="checkbox"/> Outbuilding/ Garage   |
| <input type="checkbox"/> Entire Primary Structure                                 |  |
| <input type="checkbox"/> Fence/ Retaining Wall/ Walkway                           |  |
| <input type="checkbox"/> Removal or Relocation of Primary Structure               |  |
| <input type="checkbox"/> New Parking Lot  |  |
| <input type="checkbox"/> Alterations to a Historic Fence/ Retaining Wall/ Walkway |  |
| <input type="checkbox"/> Other _____  |  |



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**5. Submittal Requirements** (Explanations found in City Code Section 10-15. – Certificate of Appropriateness)

- Current Property Color Photographs** of all sides of the structure(s) and site under consideration
- Current Adjacent Properties' Color Photographs** of all adjoining or neighboring structures and sites
- Current and Proposed Site Plans** (drawn to scale): *A site plan or map of the structure(s) under consideration clearly showing the building's location and relation to neighboring structures, the current building's and proposed building's setback(s), public or private streets or drives, and access and utility rights-of-way.*
- Current and Proposed Building Elevation Drawings** (drawn to scale): *Drawings which clearly show the proposed structure and existing structure(s) and the proposed addition(s) and alteration(s). Such drawings shall include plans and elevations or exterior perspectives drawn to a scale sufficient to show the proposed height; scale; orientation, spacing, and site coverage; facade proportions and rhythm; size, shape, and proportions of entrances and porch projections; materials, textures and colors; architectural details; roof shape and slope; directional expression; landscaping, walls, and fences; and general visual effect. Such plans or plats shall show all improvements to structures or appurtenances which affect the exterior architectural appearance of all structures on the property. Plats or plans are required for all exterior additions, alterations or changes proposed to be made to any structure face or any yard.*
- Materials List:** *A listing of all materials to be used, including all possible substitutes, in the addition or alteration. The list shall include all substances, components, materials, apparatus, equipment, fixtures, or devices to be constructed, installed, attached or built. Listing shall describe clearly the size, composition, color, catalog order number, and specie of all listed components.*
- Other: (photos, floor plans, drawings, etc.)**

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*Additional Items required if new construction or an addition contains a proposed foundation height greater than 48" in height at its highest point (drawn to scale):*

- Site Plan with Existing Topography**
- Site Plan with Proposed Grading Plans**

*Additional item required for Demolition of Primary Structure(s):*

- Local Advertisement Proof**

**6. Detailed Description of Work.** Describe in detail all work to be done, location on the structure or site, and reason for the work. All materials submitted with an application are retained by the City of Chattanooga.

- Check if a separate page is attached with the detailed description of work.

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**7. Owner/Applicant Signature.**

The undersigned does hereby declare: The applicant has read and understands all of the information on the application, the statements contained in this document are true and correct to the best of his/her knowledge, information and belief. The applicant is responsible for communicating to CHZC Staff, at the application submission deadline, any and all conflicts of interests between the Chattanooga Historic Zoning Commission members and the application case. The applicant is responsible for installing and maintaining the required meeting notice sign. The sign must be displayed in a visible (from the roadway) location on the property at least seven (7) days prior to the meeting. If any information given is found to be false, any decision rendered may be revoked at any time. The failure to provide adequate and complete information or installation and maintenance of the required meeting sign shall be the grounds for denial of this application. All work must meet the Design Guidelines as approved by the Chattanooga Historic Zoning Commission or Staff. The Commission can only speak on what work is submitted in the application packet. Substantial changes to the proposed project, materials list, or scope of work as submitted that are brought up at the hearing will require the submission of a new application and will be addressed at a subsequent meeting.

Signature of **Owner** \_\_\_\_\_

Date \_\_\_\_\_

Signature of **Applicant** \_\_\_\_\_

Date \_\_\_\_\_