



Office Use Only

DATE RECEIVED: _____

DATE REVISED: _____

Drawings submitted?

Y N

Requires Board approval?

Y N

DESIGN REVIEW APPLICATION – DOWNTOWN DISTRICTS

Property Address _____ Date _____

Applicant Name _____

Applicant Phone _____ Email Address _____

Description of Work: _____

APPLICANT'S SIGNATURE

Certificate of Design Approval

The Downtown Design Review Board, or its authorized agent, has reviewed the proposed work and has determined that it is in accordance with the applicable criteria set forth in § 14-209 of the Zoning and Land Use Ordinance of the City of Maryville. Accordingly, this Certificate of Design Approval (CODA) issued and shall remain in effect for a period of one year after the date of issuance.

Any change in the proposed work after issuance of this CODA shall require inspection by Board staff to determine whether the work is still in substantial compliance with the CODA.

This certificate is not a permit, does not authorize work to begin, does not ensure building code compliance, and does not imply that any approval of use has taken place.

Zoning Approval _____ Date _____

Date of Board Review (if applicable) _____

Conditions (if applicable) _____

2021 DOWNTOWN DESIGN REVIEW BOARD SCHEDULE	
Meeting Date	Submittal Deadline
January 11	December 21
February 8	January 19
March 8	February 15
April 12	March 15
May 10	April 19
June 7	May 17
July 12	June 21
August 9	July 19
September 13	August 16
October 11	September 20
November 8	October 18
December 13	November 15

Completed applications must be received by the Development Services Department by the submittal deadline (see table) in order to be placed on the next agenda. Prior to submitting an application, applicants are encouraged to schedule a meeting with a Development Services Department staff member. If you have any questions or would like to schedule a pre-submittal meeting, please contact Jordan Clark at jlclark@maryville-tn.gov or 865-273-3520.

Digital (pdf) copies of applications are preferred; faxed applications will not be accepted. Emailed applications and supporting documentation will be accepted at development@maryville-tn.gov. If submitting a paper application, these may be submitted in person or by mail to: Development Services Department, City of Maryville, 416 W. Broadway Ave., Maryville, TN 37801.

MEETING TIME / PLACE / ATTENDANCE: The Board meets on the second Monday of each month at 5:00 p.m. in the Maryville Municipal Center’s Council Chambers (on the Middle Level), located at 400 W. Broadway Ave. Applicants must attend the meeting to present their applications and answer questions.

SUBMITTAL REQUIREMENTS

IN-KIND REPAIR/MAINTENANCE

- 1 copy of a completed **CODA Application Form** and all supporting written information including a project narrative.
- Labeled **Color Photographs** showing all exterior views of building or structure including all areas of proposed work.
- If materials are being proposed for repair or replacement that are other than an exact match to the original, **Samples or Cut Sheets** must be submitted of the proposed materials.

For Alterations, Additions, New Construction, Relocation and Demolition

- 1 copy of a completed **CODA Application Form** and all supporting written information including a project narrative. The project narrative should explain how the proposed project meets the requirements of the Zoning Regulations.
- Labeled **Color Photographs**:
 - o All exterior views of building or structure including all areas of proposed work.
 - o If change in height, scale or massing of structure is being proposed, provide additional photographs of adjacent properties and facing properties so that context can be understood.
- Drawings** indicating existing conditions and all proposed changes and newwork.
 - o If a change in building footprint is being proposed, include a **Site Plan** drawn to scale that clearly labels and dimensions existing and proposed construction.
 - o Include **Existing and Proposed Exterior Elevations** drawn to-scale. Clearly label all materials, window types, trim types and sizes, roof overhang dimension, roof slope, etc.
 - o Include **Details or Sections** if required to explain areas of complex or detailed building configuration.
- If materials are being proposed for the new work that are other than an exact match to the original materials existing on the property, **Samples or Cut Sheets** must be submitted of the proposed materials.
- If demolition of a structure or material is being proposed due to deterioration of the original structure or material, submit **Photos** documenting the deterioration.