



APPLICATION FOR THE MARYVILLE HISTORIC ZONING COMMISSION

APPLICATION REQUIREMENTS: Completed applications must be received by the Development Services Department by the third Monday of each month 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 the Development Services Department at (865) 273-3500.

Applicants must include a written description of all proposed work and other supporting information, for example, photographs, drawings, building elevations, product brochures, etc. Digital (pdf) copies of applications are preferred. Emailed applications and supporting documentation will be accepted at development@maryville-tn.gov. If submitting a paper application, applicants should provide 1 copy of the application and all supporting documentation. These may be submitted in person or by mail to: Development Services Department, City of Maryville, 416 W. Broadway Ave., Maryville, TN 37801.

Development services staff will review each application. In case it can be administratively approved, staff will contact the applicant to inform them that the proposed work won't be presented to the commission. A decision letter will be emailed or mailed to the corresponding address.

MEETING TIME / PLACE / ATTENDANCE: The Board meets on the second Monday of each month at 6:00 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.

HISTORIC ZONING REGULATIONS: Applicants should reference the zoning regulations applicable to their property prior to preparing their application – *Volume 1: Required Historic Regulations* and *Volume 2 Suggested Historic Guidelines*. The zoning regulations can be found online on the City of Maryville's [website](#) and by emailing development@maryville-tn.gov.

2024 MARYVILLE HISTORIC ZONING COMMISSION SCHEDULE	
Meeting Date	Submittal Date
January 8	December 18
February 12	January 15
March 11	February 19
April 8	March 18
May 13	April 15
June 10	May 20
July 8	June 17
August 12	July 15
September 9	August 19
October 14	September 16

