



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 a Local Historic District (LHD) and Local Historic Landmark (LHL)

Application: <input type="checkbox"/> Complete	Date Submitted: _____
<input type="checkbox"/> Local Historic District (LHD)	<input type="checkbox"/> CHZC Review. Meeting Date: _____
<input type="checkbox"/> Local Historic Landmark (LHL)	<input type="checkbox"/> \$150 Commission Review Application Fee
Case Number: _____	

Application information is sourced from Chattanooga City Code Sec. 10-14. - Creation of Local Historic Districts and Local Historic Landmarks.

1. **Property Address(s)** _____

1a. Tax Map-Group-Parcel Number (s) _____ - _____ - _____

Check if a separate page is attached with the comprehensive list of property addresses and tax map numbers.

2. **Description of property(s) and structure(s)** _____

4a. Construction Date of ALL Existing Structures _____

Check if a separate page is attached with the detailed description of the property(s) and structure(s).

3. Nomination of a Local Historic District (LHD) or a Local Historic Landmark (LHL). Nomination shall be made to the Commission. Nomination applications may be prepared and submitted by any of the following groups or persons:

- City Council
- Neighborhood Association
- Property Owner within the proposed District or of the Landmark
- Historic, Civic or Professional Society or Group

4. **Name of Applicant** _____

Mailing Address _____

City, State, Zip Code _____

Phone (____) _____ Cell Phone (____) _____ Email _____

How would you prefer to be contacted? Email Phone

3a. Is the applicant the property owner? Yes No. If no, what is applicant's interest in or ownership of the property(s)? _____

5. **Local Historic District (LHD):**

All applications for LHD designation shall be accompanied by the following materials, in addition to any other materials deemed significant by the applicant, or the Commission:

- Attach: A map of the area proposed for nomination: the map should clearly show streets, alleys, public buildings and boundaries of the proposed district.
- Attach: Records or reports which detail the historic significance of the proposed district.
- Attach: Sufficient pictorial documentation of streetscapes and buildings which establish the historic character of the area.
- Attach: A draft of the district specific design guidelines which detail criteria that applicants for COAs must meet. Such criteria for structures shall include: height, scale, massing, directional expression, setbacks, platforms, roof shape and slope, rhythm of openings, entrances, porches and building spaces, materials, and textures. District specific design guidelines shall address new construction, alterations and additions to the existing structures, demolition, and removal and relocation.
- Attach: A legal description of the proposed district or landmark to be included.



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6. Local Historic Landmark (LHL):

All applications for LHL designation shall be accompanied by the following materials, in addition to any other materials deemed significant by the applicant or the Commission:

- Attach: Records or reports which detail the historic significance of the proposed landmark.
- Attach: Current photographs of the landmark.
- Attach: A draft of the Landmark Specific Design Guidelines which detail criteria that applicants for Certificates of Appropriateness (COA) must meet. Landmark Specific Design Guidelines shall address additions and alterations, new construction on the landmark property, removal and relocation, and demolition.

7. Criteria for Nomination as LHD or LHL. When considering whether to recommend approval or denial of nomination for a LHD or LHL, the Commission shall consider the character of the area with respect to the following criteria. Please check all of the criteria that apply to this nomination.

- Its character, interest or value as part of the development, heritage, or cultural characteristics of the community, county, state or country;
- Its location as a site of a significant local, county, state or national event;
- Its identification with a person or persons who significantly contributed to the development of the community, county, state or country;
- Its embodiment of distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction, or use of indigenous materials;
- Its identification as the work of a master builder, designer, architect or landscape architect whose individual work has influenced the development of the community, county, state or country;
- Its embodiment of elements of design, detailing, materials or craftsmanship that render it architecturally significant;
- Its embodiment of design elements that make it structurally or architecturally innovative;
- Its character as a particularly fine or unique example of a utilitarian structure, including, but not limited to, farmhouses, gas stations or other commercial structures, with a high level of integrity or architectural significance;
- Its suitability for preservation or restoration; and/or
- That it is listed on the National Register of Historic Places.

8. 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.

Signature of **Applicant** _____

Date _____



Application for a Local Historic District (LHD) and Local Historic Landmark (LHL)

Creation of Local Historic Districts and Local Historic Landmarks. Proceedings.

Historic Districts.

Upon receipt of an application for nomination as a LHD, the Commission shall hold a minimum of one (1) public meeting in or near the proposed district at which members of the public shall be allowed to hear the proposal, view maps and other materials, ask questions of the Commissioners or applicant, and express support or opposition to the application. Such meeting shall be held in a school, church or other public or semi-public facility, in or near the proposed district. Such meeting shall be advertised in a local, city-wide newspaper.

Following the meeting in the neighborhood, a final meeting shall be held at City Hall or Annex thereto during which the CHZC shall make a resolution recommending that the City Council accept or deny the application for nomination as a LHD. Such meeting shall be advertised in a local, city-wide newspaper.

The resolution shall be accompanied by a report to the City Council containing the following information:

- i. Explanation of the significance or lack of significance of the nominated LHD as it relates to the criteria for designation.
- ii. Explanation of the integrity or lack of integrity of the nominated LHD.
- iii. Proposed design guidelines for applying the criteria for review of COA to the nominated LHD.
- iv. A map showing the location of the nominated LHD.

Upon receipt of a recommendation for nomination as a LHD from the CHZC, the City Council shall conduct a hearing on the resolution using the same administrative procedure with which they decide zoning cases except that there shall be no referral to the City of Chattanooga's PWLDO during which they shall either grant or deny status as a LHD.

Upon City Council approval of the LHD, current photographs or a video of all sides visible from the public thoroughfares of all structures in the District shall be taken to serve as baseline documentation for future proceedings.

The recommendations and report of the CHZC shall be available to the public.

Historic Landmarks.

Upon receipt of an application for nomination as a LHL, the Commission shall hold a minimum of one (1) public meeting in the Chattanooga City Hall or any Annex thereto at which members of the public shall be allowed to hear the proposal, view maps and other materials, ask questions of the Commissioners or applicant, and express support or opposition to the application. Such meeting shall be advertised prior to the meeting through a local, city-wide newspaper.

Following the landmark meeting(s), a final meeting shall be held at City Hall or any Annex thereto during which the CHZC shall make a Resolution recommending that the City Council accept or deny the application for nomination as a LHL. Such meeting shall be advertised prior to the meeting through a local, city-wide newspaper.

The Resolution shall be accompanied by a report to the City Council containing the following information:

- i. Explanation of the significance or lack of significance of the nominated LHL as it relates to the criteria for designation;
- ii. Explanation of the integrity or lack of integrity of the nominated landmark;
- iii. In the case of a nominated landmark found to meet the criteria for designation;
 - a. The types of significant exterior architectural features of the landmark that should be protected.
 - b. The types of alterations that should be reviewed for COAs.
 - c. Proposed design guidelines for reviewing applications for COAs.
- iv. A map showing the location of the nominated LHL.

The recommendations and report of the CHZC shall be available to the public.