

APPLICATION FOR NOTICE TO-PROCEED-PERMIT
CITY OF WATERTOWN TENNESSEE
HISTORIC COMMISSION

Exterior changes to all properties within the City of Watertown historic district must be presented to the Watertown Historic Commission for review and approval, before a building permit can be issued. Guidelines are available to assist you with your renovation or restoration efforts; these serve as standards for all decisions with regard to your architectural plans. _____ is available to aid you in obtaining the required Notice-To-Proceed: an appointment is recommended for larger projects, or if design- and/or planning advice is requested.

It is strongly suggested that you do not order or purchase any materials, or proceed with any work, until approval and required City permits are obtained.

Please provide the following information:

1.) PROPERTY ADDRESS: _____

2.) OWNER'S NAME: _____ PHONE # _____

3.) OWNER'S ADDRESS: _____ ZIP _____

4.) APPLICANT'S NAME: _____ PHONE # _____

5.) APPLICANT'S ADDRESS: _____ ZIP _____

6.) APPLICANT IS: _____ OWNER _____ LESSEE _____ ARCHICTECT
_____CONSULTANT _____CONTRACTOR _____OTHER

7.) ARCHITECT (if any): _____

8.) CONTRACTOR (if any): _____

9.) DETAILED DESCRIPTION OF ALL EXTERIOR CHANGES PROPOSED:

Please attach plans, drawings, catalogue samples and specifications of the exterior work that you are planning, as well as photographs and/or drawings of the existing condition of your building (see checklist for required materials and information to be submitted):

11.) IF YOUR APPROVAL IS ONE THAT WILL AFFECT YOUR NEIGHBORS (ADDITION, FENCE, DECK, SIDEWALK ETC.)

HAVE YOU DISCUSSED YOUR PLANS WITH THEM (please circle); YES NO

12.) APPROXIMATE PROJECT START AND FINISH DATES: _____

13.) IF A SPECIAL ZONING APPROVAL (VARIANCE) IS REQUIRED, HAVE YOU OBTAINED SUCH APPROVAL FROM THE WATERTOWN BOARD OF ZONING APPEALS? IF YES, LIST THE DATE: _____

Signature of applicant

Date

Print full name

Please note:

Permit requests will require a public hearing, subject to full Commission review, for which a public hearing notice must be posted _____ days prior to the hearing date.

_____ Copies of this application and supporting plans and specifications are to be submitted to _____

No later than _____ working days prior to this hearing.

You will be notified by _____ for the date and time of the meeting for plan review.

The Watertown Historic Commission meets on an as needed basis.

CITYOF WATETOWN TENNESSEE
HISTORIC COMMISSION

NOTICE-TO-PROCEED CHECKLIST

Not all information is required for each project; include only what is applicable to your proposal.

1. **REHABILITATIONS AND ADDITIONS:**

_____ Elevations drawings or photographs indicating, proposed
Alterations include door(s) and window(s) design. Manufacturer's catalogue data
may be used.

_____ Exterior material description

_____ photographs of existing condition from all relevant elevations

_____ For additions: site plan showing lot dimensions and existing building on lot,
location and size of proposed addition.

_____ Historic photographs should accompany any request to return the building or
structure to an earlier appearance.

2. **MATERIAL CHANGE:**

_____ Detailed description of proposed work

_____ Photographs of area involved

_____ Samples and specifications of materials involved

3. **PAINTING:**

_____ Specifications (name, number, and manufacturer) of paint color

_____ Paint color sample

4. **NEW CONSTRUCTION:**

_____ Elevation drawings in scale of all sides

_____ Photographs of proposed site and adjacent properties (context)

_____ Site plan showing proposed building footprint

_____ Specifications for materials, incl. Colors (roof, siding, windows, doors, architectural ornamentation)

_____ Material samples

5. **SIGNS:**

_____ Dimensional elevation identifying materials, colors, lettering (Size and style), and wordage

_____ Photograph indicating sign location

_____ Lighting specifications, if applicable

6. **ACCESSORY USE:**

Parking lots / areas:

_____ Site Plan showing dimensions and location of screening

_____ Materials specifications for parking surface, fences and walls, as well as landscaping plan

Fences and Walls:

_____ Site plan showing location of fence/wall

_____ Photographs of area affected

_____ Material specifications

7. **DEMOLITION AND HARDSHIP**

_____ Request and complete specific Hardship and Demolition Application

_____ Photographs of building or structure to be demolished (or portion of building to be demolished)

Any question concerning permit application procedures should be directed to:
