

## HISTORIC PRESERVATION COMMISSION SUBMITTAL REQUIREMENTS

In no event shall exterior modifications or additions or demolition occur to a structure that is within the Watertown Historic Preservation District or designated as a Landmark by the Watertown Historic Preservation Commission without submittal to and, review and approval of the person wishing to enact such work's plans by the Watertown Historic Preservation Commission. This requirement does not extend to repair work as long as the repair is intent on re-installing the previous external application of materials in like but reinvigorated format. The submittal shall include site plan packet. Said site plan packet shall be prepared by an individual licensed and/or certified by the State of Tennessee to perform such design service as may be required, where applicable. The site plan shall be stamped approved by City Staff prior to commencement of modification of the site's buildings and appurtenances or other historic features found on the site... Finally, the site plan packet shall include the following items:

A site plan, drawn to scale, of sufficient size to show clearly

1. The dimensions, orientation and acreage of the lot on which work is to occur
2. The layout of the entire project and its relationship to adjacent properties
3. The location and dimension of all present and proposed streets and highways
4. The points of entry and of exit for motor vehicles and internal vehicular circulation patterns and parking with dimensions.
5. The points of entry and exit for all pedestrian traffic making use of the building or facilities (i.e. Where is the building to be entered? Where is the site to be entered?)
6. The existing and intended use of the lot.
7. Existing and proposed topographic features including contours at 2 foot intervals, where applicable.
8. Location and Dimension of all driveways and entrances.
9. Proposed Ground Coverage, Floor Area, and Building Height.
10. Position of fences and walls.
11. Location of all easements and rights of way affecting the property.
12. Location of any outdoor storage areas or product display areas. These areas may require additional screening within certain zone districts. (Refer to specific zone district regulations for further detail.)

13. Location and specifications for any proposed signage as required by Article 4 chapter 11 of the Zoning Ordinance
14. North Arrow, Scale Bar, Legend, and date.
15. Any applicable dates of revision.
16. Project Title (No Duplications permitted.)
17. Property owner and site plan applicant's name, address, and phone number.
18. Name and Address of the Designer/Preparer.
19. Tax Map and Parcel Number
20. A Site landscaping plan that shows the location of any significant existing vegetation and historic site features such as slave walls, well houses, etc.
21. Landscape plan must also show any proposed landscaping as it relates to the modification of historic structures and features on site and on adjacent properties.
22. The location of any proposed walls fences or railings with some indication of their height and construction materials.
23. Any proposed or existing exterior lighting and the location and dimension proposed and existing free-standing site signage.
24. Schematic Building plans drawn to scale including:
  - A. Exterior building elevations that indicate all existing and proposed building materials to be used and building material patterns to be constructed. These should be colored to illustrate their proposed appearance upon completed construction of the site and site structures.
  - B. Design and placement of any signage to be mounted on the face of a building or structure.
  - C. Also desirable, but not absolutely required, are three dimensional representations of the proposed building and site, particularly in relationship to surrounding sites and buildings when applicable. This may be communicated through color rendered perspective drawings, architectural models, photographs, building material boards, etc. The point here is the more you provide the better handle the Commission will have on your proposal.