Historic District Resident wishes to make changes to the exterior of their structure or hard surface/fence work to the property. The Resident obtains and completes the application by way of the Land Development Office or City Website. The Resident submits the completed application, fee and any other necessary materials to the Land Development Office by way of an in-person visit or an email. Fees can be paid over the phone or in person. The Historic Zoning Staff reviews the application and determines if it is complete. The Historic Zoning Staff determines if the application can be Staff Reviewed or if it shall go to the Chattanooga Historic Zoning Commission (CHZC) for review. 

CHZC REVIEW
The proposed project is reviewed by the CHZC at the monthly meeting. 

If partially approved by the CHZC or the Applicant defers the Application

Apply for a Certificate of Economic Hardship

If Denied

Re-apply with the recommended changes, revisions, or a new design by the next months application deadline.

If Denied

Appeal the decision to Chancery Court

If Approved

Certificate of Appropriateness
The Historic Zoning Staff will email the COA (Certificate of Appropriateness) to the applicant. The COA must be posted in a visible place on site while work is occurring. Work may begin after obtaining a land disturbing and/or building permit. 

STAFF REVIEW
The proposed project shall be reviewed by the Historic Zoning Staff within 10 business days after the fee is paid and a completed application is submitted. 

If Denied

 Applicant may revise their proposal and resubmit

Edited Dec 11, 2019