

Sparta Historic Commission

Sparta City Hall

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MEMORANDUM

To: Property Owners

From: Sparta Historic Commission

Subject: Sparta Historic Commercial District

If you are planning to do work on property located within the Historic Commercial District, you must complete a Certificate of Appropriateness (COA) application and submit to the Sparta Historic Zoning Commission to review or a building permit, depending on the type of work to be completed.

Generally, a COA is required for any alteration of any part of the exterior of a structure, for new construction, and for demolition. A COA is not required for routine maintenance, exterior paint colors, landscape painting, or interior changes.

COA's can be obtained and submitted once completed to the Historic Commission board within City Hall.

Application Requirements:

For existing buildings:

- A. An accurate sketch, photograph, or drawing of elevation where changes are proposed, showing existing appearances and proposed changes; and
- B. A description of materials to be used and an overall scheme, including but not limited of foundation, walls, trim, windows, storefront, doors, roof and any other exterior surface or detail.

For new construction:

- A. An accurate drawing of all elevations showing proposed appearance and its relationship to adjacent and nearby buildings; and
- B. A description of materials to be used including all exterior surfaces and details.

If the work requires review by the Commission, the application will be scheduled for review within thirty days. Meetings are called on an as needed basis by the Commission Chair. Upon approval, the Commission will issue the COA which will include an itemized list of the work approved.

Apply for a building permit (if required) with the Codes Enforcement Officer at City Hall.

For assistance you may pick up a Design Guideline book at City Hall or the Chamber of Commerce.

Remember:

If your plans change while work is in progress, contact the commission BEFORE undertaking a change or deviation from the COA.

Work undertaken contrary to how it was approved in a COA or beyond the scope of the COA requires approval from the Commission. Without approval the work will be considered a violation (a misdemeanor with fines up to \$500 per day, with each day the violation continues constituting a separate offense).