



(date)

[Homeowners Name/ Address]

Dear Homeowners Name,

It has come to the attention of the Historic Zoning Commission that [specific item or work done] has been completed on your property at [address] without commission approval.

Any external new additions or modifications with your property being located in the [Historic district] require approval from the Historic Zoning Commission. To address this matter, please complete the enclosed Historic Zoning Application.

When filling out the application, please provide as much detail as possible, including:

- A thorough description of the work completed.
  - Before-and-after photos, if available.
- A list of materials used, including colors and finishes.

Once your application is submitted, I will forward it to the Commission Chair for review. Depending on the Chair's determination, the matter may qualify for in-house approval, or it may require your attendance at a Historic Zoning Commission meeting for further consideration.

If you have any questions, don't hesitate to contact me at [LoriPyatte@KingsportTN.gov](mailto:LoriPyatte@KingsportTN.gov) or by phone at (423)-229-9485.

Applications and supporting materials can be submitted in person at:

415 Broad Street, 2nd Floor

Kingsport, TN 37660 (look for the glass window).

Thank you for your prompt attention to this matter.

Sincerely,

Lori Pyatte

Planning Technician- Staff Liaison to the Historic Zoning Commission