Memphis Landmarks Commission
Certificate of Appropriateness (COA)
Application Instructions

Refer to these instructions in completing an application for a Certificate of Appropriateness, needed for new construction, demolition and permanent exterior alterations in the Historic districts. Contact staff at 576-7191 for more assistance in completing the application.

On the enclosed Application for a Certificate of Appropriateness:

1. List the **property address** and **historic district**. Contact Memphis Landmarks Commission staff for information about historic district boundaries, if needed.
2. List the **property owner's name, mailing address, daytime phone number** and **fax number** (if available).
3. List the **architect or contractor's name, mailing address, daytime phone number** and **fax number** (if available).
4. Indicate the nature of the **proposed work**. Check all that apply.
5. Briefly describe the proposed work.
6. We are required to notify adjacent property owners of work proposed within designated historic districts. **On an attached sheet, list the names and mailing addresses of the property owners within 150' of the property address**. In residential districts, 150' usually equals approximately three lots on each side of the subject lot, as well as the lots across the street and to the rear of the subject lot. See the diagram below. Ownership information may be obtained by calling the Shelby County Tax Assessor's Office at 379-7333 or via the Shelby County Tax Assessor's web site: www.assessor.shelby.tn.us

	X	X	X	X	X	X	X	
Street								
	X	X	X	*	X	X	X	
Alley								
	X	X	X	X	X	X	X	

Key: * = subject site X = provide names and addresses for these lots

7. **Complete and sign the COA Application Certification Form** and include it with your application.
8. **Include the required application materials and fee** with the completed application and certification forms**.** See the attached sheets for a listing of required materials and an explanation of application fees. Make checks payable to City of Memphis.