



Within local historic districts, exterior changes to property visible from a street must be reviewed and approved by the Memphis Landmarks Commission (MLC). The types and extent of changes which must be reviewed depend on a district's historic zoning (see list of districts and zones on reverse). Proposed work must meet MLC design guidelines to receive a Certificate of Appropriateness (COA). District design guidelines are available upon request.

**Memphis Landmarks Commission  
City Hall  
125 North Main Street, Room 443  
Memphis, TN 38103-2084  
phone (901) 576-7191**

**PLEASE NOTE:** We cannot accept faxed applications.

*Please print or type.*

## Application for a Certificate of Appropriateness (COA)

**1. Property Address:** \_\_\_\_\_

Historic District: \_\_\_\_\_

**2. Name of Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**3. Architect/Contractor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

- 4. Proposed work is (check):**
- A. \_\_\_\_\_ Exterior Building Alteration
  - B. \_\_\_\_\_ New Construction:
    - 1) \_\_\_\_\_ Primary structure
    - 2) \_\_\_\_\_ Outbuilding
    - 3) \_\_\_\_\_ Addition
    - 4) \_\_\_\_\_ Other: \_\_\_\_\_
  - C. \_\_\_\_\_ Site Improvement
    - 1) \_\_\_\_\_ Fence
    - 2) \_\_\_\_\_ Wall
    - 3) \_\_\_\_\_ Other: \_\_\_\_\_
  - D. \_\_\_\_\_ Demolition:
    - 1) \_\_\_\_\_ Whole primary structure
    - 2) \_\_\_\_\_ Part of primary structure
    - 3) \_\_\_\_\_ Outbuilding
  - E. \_\_\_\_\_ Relocation

**5. Briefly describe the work.** Use another sheet if necessary. Copies of all material submitted with an application are retained by the Memphis Landmarks Commission.

\_\_\_\_\_

**6. On an attached sheet, list the names and mailing addresses of the property owners within 150' of the property address.** See the COA application instructions sheet for how to obtain this information.

**7. Sign the attached COA Application Certification Form and include it with this application.**

**8. Include the required application materials and fee.** Materials samples (e.g. brick, stone, stucco, mortar, etc.) must be presented for Commission review. Checks should be made out to City of Memphis.

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*This area for office use only.*