

**Landmarks Guide
Review and Approval Process
Certificate of Appropriateness (COA)**

Enacted by a City ordinance, the purpose of the Memphis Landmarks Commission:

1) to promote the educational and cultural welfare of the people of Memphis; 2) to preserve and protect the historic and architectural value of significant resources; 3) to ensure compatibility and create an aesthetic atmosphere within local historic districts; 4) to foster civic beauty and community pride; 5) to stabilize and improve property values and to strengthen the local economy, and; 6) to enhance the city's attractions to tourists and visitors.

The Memphis Landmarks Commission is a part of the Division of Planning and Development of the City of Memphis. Appointed by the City Mayor, the Commission consists of a nine-member board of citizens. Supporting the Commission is the staff that manages the Landmarks office, works with applicants and makes recommendations to the Commission. The process for receiving a COA takes about 30 days from the time of submitting a complete application to receiving approval from the Commission.

What is the process?

1. The initial contact shall be to the Landmarks staff at 636-6601 to discuss the project you are planning. We will send you the application materials, a meeting schedule with application deadlines and your historic district design guidelines. The COA application packets are also available to pick up from our office.
2. Together with your architect, designer or contractor, become familiar with the historic district and its buildings as you prepare your design. Refer to your neighborhood's design guidelines while developing your plans. We recommend meeting with staff to receive preliminary feedback and staff will suggest changes to the plans necessary for the work to meet the design guidelines.
3. Submit a complete application (forms, a site plan, and scaled drawings of elevations, floor plans, and the application fee) to staff by the appropriate deadline. Submitted drawings shall be accurately dimensioned with proposed materials clearly labeled on each elevation. Drawings lacking sufficient information will not be accepted. Staff will notify you if samples of proposed materials (brick, mortar, etc.) will be required based upon the scope of your project and the requirements of the design guidelines for your particular district. Please consult Landmarks staff for further assistance concerning demolition requests. Due to loss of image quality and drawing legibility, faxed applications are not accepted.
4. Staff will prepare a report regarding the proposed project and evaluate its conformance with the district guidelines. The staff report will make a recommendation to approve the application as originally submitted, approve the application with specific conditions, or deny the application. Staff will mail a copy of the staff report to the applicant, architect and contractor the week prior to the meeting.

5. The Landmarks Commission meets once a month in the City Council Chambers of City Hall, 125 N. Main Street beginning at 4:00 P.M. All monthly Landmarks meetings are open to the public. Staff will present the findings of the staff report along with any other supporting information at the monthly Landmarks Commission meeting. The applicant, or a designated representative, will have the opportunity to speak at the Commission meeting in support of their application. **Either the applicant or a designated representative shall be present at the meeting in order for their proposal to be considered by the Landmarks Commission in a Public Hearing.** A presentation by staff, the applicant, neighbors, neighborhood groups, organizations or associations and any other interested party, the Landmarks Commission will vote to approve the proposed application, approve with specific conditions, hold until the next meeting or deny the application.
6. Following approval, staff will mail the applicant, contractor, architect or project manager listed on the application a copy of the COA and the Preservation Permit. All projects requiring a building permit, a copy of the COA shall be submitted to the Office of Construction Code Enforcement to validate the Preservation Permit. The COA expires one year from the date of issuance unless an active building permit is issued for the project.
7. The Preservation Permit shall be posted in a front-facing window of the primary structure for duration of construction. In the case of new house construction, the preservation permit need not be posted on-site. Projects are monitored by staff during construction to ensure conformance with the approved plans.

The Memphis Landmarks Staff is always available to provide additional assistance or answer any questions you may have regarding the process. Please do not hesitate to contact us if you have any questions or need additional information:

Memphis Landmarks Commission
Office of Planning and Development
City Hall
125 N. Main Street, Suite 468
Memphis, TN 38103
(901) 636-6601

Memphis Landmarks Staff:
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Memphis Landmarks Website: <https://shelbycountyttn.gov/389/Memphis-Landmarks-Commission>

Updated: September, 2018



Memphis Landmarks Commission Certificate of Appropriateness (COA) *Application Instructions*

Please 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 636-6601 for more assistance in completing the application.

On the enclosed Application for a Certificate of Appropriateness:

1. List the **property address** and local **historic district**. Contact the Memphis Landmarks Commission staff at phone number provided above for information regarding local historic district boundaries or view the website: <https://shelbycountyttn.gov/389/Memphis-Landmarks-Commission>
2. List the **property owner's name, mailing address, daytime phone number and e-mail address** (if available).
3. List the **architect, contractor or project manager's mailing address, daytime phone number and e-mail address** (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 local historic districts. **On an attached sheet, list the names and mailing addresses of property owners within 150' of the property address and provide one (1) set of self-adhesive mailing labels with addresses type written.** In residential districts, 150' usually equals approximately three (3) lots on each side of the subject property or lot, as well as the lots across the street and to the rear of the subject property or lot (See Diagram below). The ownership information may be obtained by calling the Shelby County Tax Assessor's Office at (901) 379-7333 or via the Shelby County Tax Assessor's web site: www.assessor.shelby.tn.us

	X	X	X	X	X	X	X	
<i>Street, Drive, Road or Avenue</i>								
	X	X	X	*	X	X	X	
<i>Public Alley</i>								
	X	X	X	X	X	X	X	

Key: * = Subject Property/Lot
 X = Names and addresses to be provided by applicant with self-adhesive mailing labels

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.

Memphis Landmarks Commission

COA Application Requirements

All plans and information shall be submitted as part of an application for a Certificate of Appropriateness (COA), according to the chart below. Plans must show **height, width, roof form and pitch, material type, material dimensions, details, and site features. Architectural plans shall be a minimum scale of ¼"=1'. Site plans shall be a minimum scale of 1"=20' which will include a readable scale on the drawings.** Letter-size reductions (8½ x 11) shall be required with large size plans. Plans need to be drawn by an architect or draftsman. Only one (1) copy of the plans and application shall be submitted with the application. **Include payment of the required fee with the completed application form.** See the attached sheet for an explanation of fees. Make checks payable to the 'City of Memphis'.

<i>Project</i>	<i>Required Information</i>
New Construction: Primary structure, outbuilding or New Addition	<ul style="list-style-type: none"> • Site Plan • Elevations • Foundation Plan • Roof Plan • Floor Plans • Mailing Labels
Alteration:	<ul style="list-style-type: none"> • Site Plan • Elevations (only affected and/or visible sides) • Mailing Labels
Site Improvement: Fence or Wall Construction, other free-standing construction (e.g. pergolas, etc.)	<ul style="list-style-type: none"> • Site plan • Fence or wall elevation, noting height and materials • Gate Elevation(s) (if applicable) • Mailing Labels
Site Improvement: Other	<ul style="list-style-type: none"> • Site Plan • List of Materials
Demolition	<ul style="list-style-type: none"> • Site Plan indicating area of demolition • Explanation of reasons for proposed demolition <p>* <i>A contractor's rehabilitation estimate, documented attempts for sale, and other supporting information may be required.</i></p>
Relocation	<ul style="list-style-type: none"> • Site Plans for both sites • Mailing Labels

Work subject to review and approval in Historic Districts, but not limited to:

New Construction
 Exterior Alterations
 Site Improvements
 Demolition
 Relocation of Structures
 New construction, including additions, garages, storage buildings
 Exterior alterations which increase the habitable space of a structure, such as dormer additions
 Site improvement construction, such as fences, gates and retaining walls.

'Please contact staff with questions about any review work for a particular project'

Annesdale Park
 Annesdale-Snowden
 Central Gardens
 Collins Chapel
 Cotton Row
 Cooper-Young
 Evergreen
 Gayoso-Peabody
 Glenview
 Lea's Woods
 Maxwellton
 Rozelle-Annesdale
 South Main Street
 Speedway Terrace
 Victorian Village

**MEMPHIS LANDMARKS COMMISSION
CERTIFICATE OF APPROPRIATENESS (COA)
(EXPLANATION OF FEES)**

The Memphis Landmarks Commission charges a nominal fee for a Certificate of Appropriateness (COA) application. The fees are due at the time of application, and applications will not be considered complete without payment of the fee(s). The Memphis Landmarks Commission accepts checks or money orders. The fee schedule, as well as examples of typical projects is printed below. The fees will be calculated by adding component pieces of a COA application. For example, the demolition of a garage and the construction of a new garage will be charged \$200 — \$150 for the demolition of the existing garage, and \$50 for the construction of the new garage. **Please note that work begun before a COA has been issued will be assessed a double fee.** For example, a fence put up without Commission approval will be charged \$70 instead of \$35.

Type of Work	Fee Amount	Examples
New Construction	\$150	House Commercial Building Commercial Parking structure
Demolition	\$250	Demolition of Major Structure
	\$150	Demolition of Minor Structure
	\$100	Demolition due to fire
Relocation	\$100	Relocation of any building
Addition	\$100	Any habitable Addition
Major Alteration	\$75	Window or Door replacement Roofing Material Change Storefront Renovation Façade Alteration Screened Porch Dormer Addition (HP and HC districts) Porte-Cochere
Minor Alteration	\$50	Deck Fire Escape Security Door Satellite Dish Installation
Garage/Outbuilding	\$50	Garage Carport Storage Building Other Outbuilding Pergola
Fence(s)	\$35	Fence(s) Driveway Gate Retaining Wall
Sign(s)	\$50	Free-standing Sign(s) Façade-mounted Sign(s) Window Sign(s) Façade-painted Sign(s)
COA Renewal	\$25	Renewal of Expired COA
Request of Authentication	\$25	No MLC Approval Required (ex. building permit)

PLEASE NOTE: Fees Subject to Change



Memphis Landmarks Commission City Hall
125 North Main Street, Suite 468
Memphis, TN 38103-2084
Phone (901) 636-6601

Application for a Certificate of Appropriateness (COA)

(Please Print or Type)

1. **Property Address:** _____

Historic District: _____

2. **Name of Owner:** _____

Mailing Address: _____ ZIP Code: _____

Daytime Phone Number: _____

E-mail address _____

3. **Architect/Contractor:** _____

Mailing Address: _____ ZIP Code: _____

Daytime Phone Number: _____

E-mail address _____

4. **Proposed Work (Check):**
- A. _____ Exterior Building Alteration(s)
 - B. _____ New Construction:
 - 1) _____ Primary Structure
 - 2) _____ Outbuilding
 - 3) _____ Addition
 - 4) _____ Other: _____
 - C. _____ Site Improvement(s)
 - 1) _____ Fence
 - 2) _____ Wall
 - 3) _____ Other: _____
 - D. _____ Demolition(s):
 - 1) _____ Whole Primary Structure
 - 2) _____ Part of Primary Structure
 - 3) _____ Outbuilding
 - E. _____ Relocation

5. **Brief 'Description of 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 subject property or lot and provide typed mailing labels.** See the COA application instructions sheet for how to obtain this information.

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

Area Office Use-Only



Memphis Landmarks Commission Certificate of Appropriateness (COA) Application Certification Form

Property Address: _____

Historic District: _____

Owner's Name: _____

Mailing Address: _____

I, the undersigned, certify that (check one) _____ I am an owner of the above stated property; _____ I am a lessee of the above stated property acting with the written permission of the property owner; _____ I have an active contract to purchase this property. I further certify that if this application for a Certificate of Appropriateness (COA) is approved, I will not expand this project or alter the approved plans in any way visible from the public right-of-way without first contacting the Landmarks Commission staff and gaining approval from staff or the Landmarks Commission.

Signature

Date

Area Office Use-Only