



**APPLICATION  
FOR THE CREATION OF A  
HISTORIC OVERLAY DISTRICT**  
*(Application for inclusion in the jurisdiction  
of the Memphis Landmarks Commission)*

**NAME OF PROPOSED DISTRICT:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ADDITIONAL APPLICANT (if applicable):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CLASSIFICATION (check one):**  
**SINGLE BUILDING OR SITE**  
**MULTIPLE BUILDINGS OR SITES**

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICATION CHECKLIST**

- \_\_\_\_\_ Historic Overlay District Application (the first two pages of this form)
- \_\_\_\_\_ Map of Proposed District (including boundary of district, parcel lines, streets, railroads and natural waterways)
- \_\_\_\_\_ List of All Parcel Numbers within the Proposed District
- \_\_\_\_\_ 3 Sets of Envelopes with First Class Postage and Mailing Labels for all Property Owners within the Proposed District
- \_\_\_\_\_ 10-24 Color Photos Showing Representative Properties within the Proposed District
- \_\_\_\_\_ One Copy of the Design Review Guidelines for the Proposed District
- \_\_\_\_\_ Evidence of Two Neighborhood Hearings (see Sec. V.B(2) of the Commission’s Bylaws)
- \_\_\_\_\_ Signs (these shall not be filed with the application but instead shall be posted by the applicant no later than ten days prior to the Landmarks Commission meeting)

**PHYSICAL DESCRIPTION OF PROPERTY** (please include additional pages if needed):

**STATEMENT OF HISTORICAL SIGNIFICANCE** (please include additional pages if needed):

Date (or period) of Construction: \_\_\_\_\_

Prominent Architect(s)/ Builder(s): \_\_\_\_\_

## **APPLICATION INSTRUCTIONS**

Please fill out the first two pages of this application, along with the information included in the “Application Checklist,” and file with the Office of Planning and Development, City Hall, 125 N. Main Street, Suite 476, Memphis, TN 38103. Applications shall be filed by the official application deadlines as approved on an annual basis by the Landmarks Commission. For additional information, contact Brian Bacchus at [brian.bacchus@memphistn.gov](mailto:brian.bacchus@memphistn.gov) or visit the Landmark Commission homepage at <https://shelbycountyttn.gov/389/Memphis-Landmarks-Commission>.

### **MAP**

The map of the proposed historic overlay district shall indicate parcel lines, street names, railroads and natural waterways and boundaries of the district. Several local government websites can be used to assist with the creation of this map, including:

Shelby County Register of Deeds: <http://register.shelby.tn.us>

Shelby County Assessor of Property: <http://www.assessor.shelby.tn.us>

OPD Zoning Atlas: <https://shelbycountyttn.gov/542/DPD-GIS-Viewer-Map-Information>

### **LIST OF PARCEL NUMBERS, ENVELOPES AND MAILING LABELS**

Section 9.3.4 of the Memphis and Shelby County Unified Development Code requires two types of notice for the creation of a historic overlay district: 1) mailed notice to all affected property owners and 2) newspaper notice. These are required for each of the three public hearings involved with the creation of historic overlay districts: the Memphis Landmarks Commission, the Memphis and Shelby County Land Use Control Board and the Memphis City Council. The Office of Planning and Development shall underwrite the cost of newspaper notice, but mailed notice is the responsibility of the applicant. Parcel numbers and property owners’ addresses for the mailing labels may be obtained from the websites of either the Register of Deeds or Assessor of Property (see links above). Envelopes for the mailed notice shall contain the following: 1) first class postage, 2) mailing labels for all property owners within the proposed district and 3) the Office of Planning and Development as the return addressee.

### **DESIGN REVIEW GUIDELINES**

Tennessee Code Annotated (TCA) 13-7-406 requires that the Landmarks Commission adopt a set of Design Review Guidelines prior to the creation of a historic overlay district. TCA 13-7-406 further stipulates that these guidelines be consistent with the regulations and standards adopted by the Secretary of the Interior pursuant to the National Historic Preservation Act of 1966. To view the Design Review Guidelines of the existing historic overlay districts, go to the Memphis Landmarks Commission homepage: <https://shelbycountyttn.gov/389/Memphis-Landmarks-Commission>. To view the Secretary of the Interior’s standards, go here: <https://www.nps.gov/tps/standards.htm>.

### **SIGNS**

Section 9.3.4 of the Unified Development Code also requires signs to be posted no less than 10 days prior to the Landmarks Commission hearing and to remain in place until after the Memphis City Council takes final action. These sign(s) shall be erected on all main entrances into the proposed district. See this page for instructions on the size and dimensions of these signs: <https://shelbycountyttn.gov/3237/Application-Forms>.