



**MEMPHIS AND  
SHELBY COUNTY** **DIVISION OF PLANNING  
AND DEVELOPMENT**

City Hall – 125 N. Main Street, Suite 468 – Memphis, Tennessee 38103 – (901) 636-6619

**MEMPHIS LANDMARKS COMMISSION CERTIFICATE OF APPROPRIATENESS APPLICATION  
TO FILE ONLINE USE THE [DEVELOP 901 CITIZEN PORTAL](#)**

Date: \_\_\_\_\_

Previous Case/Docket #: \_\_\_\_\_

PLEASE TYPE OR PRINT

Property Owner of Record: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner Email Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Representative: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Representative Email Address: \_\_\_\_\_

Architect/Engineer/Surveyor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Architect/Engineer/Surveyor Email Address: \_\_\_\_\_

**PREMISES LOCATION** (Property address or directional location description, e.g. 200 Johnson Street, North side of Johnson Street, 100 feet east of Brown Street): \_\_\_\_\_

Parcel ID: \_\_\_\_\_ Historic District: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Did you have a pre-application meeting with the Division of Planning and Development (DPD)?**

**Planner:** \_\_\_\_\_ **Date of Meeting:** \_\_\_\_\_

**PROPOSED WORK (select all that apply):**

New Construction:

- Residential (single-family detached, duplex, large home)
- Commercial (apartment building, retail, service, etc.)
- Addition / Accessory Dwelling Unit
- Garage / Outbuilding / Other: \_\_\_\_\_

Exterior Alteration:

- Major Alteration (window/door replacement, roof material change, storefront renovation, façade alteration, screened porch, dormer addition, porte-cochere, etc.)
- Minor Alteration (deck, fire escape, security door, satellite dish, etc.)

Site Improvement:

- Fence, gate, driveway, walkway, retaining wall, etc.

Sign:

- Free-standing, façade-mounted, window, façade-painted, etc.

Demolition:

- Principal Structure
- Accessory Structure
- Due to Natural Disaster

Miscellaneous:

- Relocation
- COA Renewal
- Request of Authentication

***\*Note: Application for any improvement after work has been started and/or completed shall be assessed DOUBLE FEE***

Is this application in response to a citation, stop work order, or zoning letter? \_\_\_\_\_ (yes or no)

If yes, please provide a copy of the citation, stop work order, and/or zoning letter along with any other relevant information: \_\_\_\_\_

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# MEMPHIS LANDMARKS COMMISSION CERTIFICATE OF APPROPRIATENESS APPLICATION GUIDE

To file online use the Develop 901 Citizen Portal: [www.aca-prod.accela.com/SHELBYCO/Default](http://www.aca-prod.accela.com/SHELBYCO/Default)

## GENERAL INFORMATION

### **UNIFIED DEVELOPMENT CODE (UDC) REFERENCES FOR CERTIFICATE OF APPROPRIATENESS:**

- a) Certificate of Appropriateness – UDC Section 8.6.3

**PRE-APPLICATION MEETING** – This is a meeting in which the Division of Planning and Development Land Use and Development Services discusses the procedures, standards, and regulations required of a request in accordance with the Unified Development Code with the applicant(s) and/or their representative(s), see Section 9.3.1 of [Unified Development Code](#) for additional information. To schedule a pre-application meeting please call Land Use and Development Services at (901) 636-6619.

**HISTORIC DISTRICTS MAP AND DESIGN GUIDELINES** – [Click here](#) to view a map of current local historic districts. [Click here](#) to go to our website to review design guidelines for each local historic district.

**APPLICATION REVIEW PROCESS** – [Click here](#) to view a flowchart that explains the review process by application type, as well as the expected review time for each.

**APPLICATION DEADLINES** – A link to the Applications Deadlines Calendar can be found on the Land Use and Development Services' [webpage](#).

**APPLICATION ASSISTANCE** – [Click here](#) to view a list of firms and individuals who frequently provide assistance with the filing of applications with the Division of Planning and Development.

**FILING FEE(S)** – See the [Fee Schedule](#). Make checks payable to “City of Memphis”

## REQUIRED DOCUMENTS

As part of the application, the following documents are required to be submitted:

**SITE PLAN** – A site plan may be required upon request by the Division of Planning and Development. In general, a drawing of the subject property drawn to an engineering scale, showing property boundary lines and dimensions, existing utilities and easements, roadways, rail lines and public rights-of-way, crossing and adjacent to the subject property; the dimensions and arrangements of buildings and other site features such as but not limited to fences, walkways, and driveways on the property; the location of points of ingress to and egress (driveways), parking lots and loading areas on the site, etc.

**ELEVATIONS** – Building elevations may be required upon request by the Division of Planning and Development.

**FLOOR PLANS** – Floor plans may be required upon request by the Division of Planning and Development.

**DEED(S)** – Most recent deed(s) on file with [Shelby County Register of Deeds](#).

**OWNER AFFIDAVIT** – [COA Affidavit of ownership or owner designee](#).

**Additional documents may be required prior to approval including, but not limited, to:**

**VICINITY MAP** – Map showing the subject property (boldly outlined) and all adjacent parcel owners. Refer to Sub-Section 9.3.4A of the [Unified Development Code](#) for specific notification requirements. Note two hardcopy sets of sticky labels must be provided and shall be dropped off at Suite 477 in City Hall, 125 N Main Street, Memphis, TN 38103. [Public Notice Tool User Guide](#). \*Note this is required for Major COA applications.

**MAILING LABELS OF NAMES AND ADDRESSES** – A complete list of names and mailing addresses, of all property owners shown on the vicinity map, typewritten, and formatted as 1" x 2 5/8" labels (Avery 5160). Additionally, include the application property owner of record, applicant, representative, and/or Architect/Engineer/Surveyor. [Public Notice Tool User Guide](#). \*Note this is required for Major COA applications.

**PHOTOS** – Photos of the existing conditions of the site and/or building may be required upon request by the Division of Planning and Development.

**CUT SHEETS AND/OR MATERIAL DETAILS** – Cut sheets and/or detailed information regarding various materials such as doors, windows, etc. may be required upon request by the Division of Planning and Development.

**ROOF PLAN** – A roof plan may be required upon request by the Division of Planning and Development.