

# CERTIFICATE OF APPROPRIATENESS APPLICATION



**City of Tupelo**  
**Department of Development Services**  
P O Box 1485, Tupelo, MS 38802-1485  
(662) 841-6510  
permits@tupeloms.gov

MUNIS \_\_\_\_\_  
Received By: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
*(for office use only)*

A Minor Site Plan, see reverse, is required for all applications for a Certificate of Appropriateness.  
Fee must be paid upon application, see current fee schedule.

Projects located in designated Historic Districts are subject to review by the Historic Preservation Commission, according to established standards, see Appendix A of the City of Tupelo Development Code. Completed submissions will be reviewed on the 2nd Thursday of each month by the Commission.

A Certificate of Occupancy, Subdivision, Accessory Use, Rezoning, Major Site Plan, Land Development, Commercial Construction, Residential Construction, Sign, or Demolition application is required with this application. Interior work does not require a Certificate of Appropriateness.

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Property Owner: Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Business Owner: Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Project Location/Address:** \_\_\_\_\_

**Parcel number(s) of location:** \_\_\_\_\_

**Type of work proposed** \_\_\_\_\_

**Will a Variance, Compatible Use, or Flexible Use application be required?** Yes \_\_\_\_ No \_\_\_\_

**Required Attachments (please initial or indicate Not Required "NR" below):**

1. Recorded deed; if owner and applicant are not the same, current lease and owner permission \_\_\_\_\_
2. Permit Application for proposed work \_\_\_\_\_
3. Variance, Compatible Use, Flexible Use application, if applicable \_\_\_\_\_

I understand, as the Permit Holder, I am responsible for ensuring all work is completed in accordance with all applicable State of Mississippi and City of Tupelo ordinances and statues. I further understand the City of Tupelo will conduct inspections to ensure completion in accordance with approved plans, ordinances and statues, and the City of Tupelo has the right to stop any and all work should it not conform to the same. I hereby certify that all information contained in this application is truthful and accurate to the best of my knowledge.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Minor Site Plan Requirements for work in designated Historic Districts:

1. Lot with dimensions
2. Site plan of proposed structures to scale with dimensions, including setbacks of proposed structures from property line (10 ft side setback required, regardless of zoning district), if applicable
3. Adjacent property setbacks
4. Location of existing structures, driveways and access roads, and utilities on the lot, to scale
5. Foundation height and vertical elevation height of existing and proposed structures (measured from the point of storm water discharge or center line of the roadway)
6. Building plan of proposed structures or renovations with dimensions, if applicable
  - a. Include detail related to the following proposed construction and/or renovation
    - i. Building orientation and setback
    - ii. Shape
    - iii. Proportion
    - iv. Scale/height
    - v. Architectural elements
    - vi. Site elements
7. Exterior finish materials, including color, for proposed structures, if applicable (include pictures)
  - a. Include detail related to the following proposed construction and/or renovation
    - i. Roof
    - ii. Exterior siding
    - iii. Porches, patios
    - iv. Fences and walls
    - v. Sidewalks, drives, parking and paving
    - vi. Exterior lighting
    - vii. Signage
    - viii. Accessory building or dwellings
    - ix. Landscaping and plant materials
8. Proposed driveway and parking accommodations, if applicable
9. Proposed utility improvements and location of hook up to existing facilities, if applicable
10. Point of storm water discharge and drainage treatments to direct discharge to existing drainage infrastructure, if applicable (10 year pre-development rate of flow and 25 post-development rate of flow may be requested)

Proposed tree removal, demolition, relocation of structure, landscaping, fences, sidewalks, signs and other site changes, if applicable