



CERTIFICATE OF APPROPRIATENESS APPLICATION

City of Tupelo | Department of Development Services

Mail: P O Box 1485, Tupelo, MS 38802-1485

Phone: (662) 841-6510 Fax: (662) 841-6550

Email: permits@tupeloms.gov

MUNIS _____

Received By: _____

Date Received: _____

(for office use only)

Permit Fee: \$25.00 (Non-refundable)

Projects located in the designated Historic Districts are subject to review by the Historic Preservation Commission. Completed submissions will be reviewed at the Commission meeting following submission of this application along with a complete Certificate of Occupancy, Subdivision, Accessory Use, Rezoning, Major Site Plan, Land Development, Commercial Construction, Residential Construction, or Demolition application. The Historic Preservation Commission meets the 2nd Thursday of each month. Interior work does not require a Certificate of Appropriateness.

PROJECT DESCRIPTION

PROJECT LOCATION:

(ADDRESS OR PARCEL REQUIRED): _____

BUSINESS NAME/TYPE: _____

TYPE OF WORK PROPOSED: _____

WILL A VARIANCE, COMPATIBLE USE OR FLEXIBLE USE APPLICATION BE REQUIRED: YES _____ NO _____

HISTORIC DISTRICT: _____

Meeting Scheduled for _____, _____ at _____.

(for office use only)

(day)

(date)

(time)

CONTACT INFORMATION

OWNER CONTACT INFORMATION:

Owner Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number(s): _____

APPLICANT CONTACT INFORMATION (if different than owner):

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number(s) _____

BUSINESS OWNER CONTACT INFORMATION:

Owner Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number(s): _____

PLEASE SEE REVERSE SIDE

REQUIRED ATTACHMENTS *(all required attachments must be submitted to the Planning Division for review)*

1. Minor Site Plan _____
2. Supporting Application *(see details on front page)* _____
3. Recorded deed; if owner and applicant are not the same, current lease and owner permission _____

A Minor Site Plan is required for all Certificate of Appropriateness applications.

Minor Site Plan Requirements:

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. Location of existing structures, driveways and access roads, and utilities on the lot, to scale
4. 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)
5. Building plan of proposed structures with dimensions, if applicable
6. Exterior finish materials for proposed structures, if applicable
7. Proposed driveway and parking accommodations, if applicable
8. Proposed utility improvements and location of hook up to existing facilities, if applicable
9. 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)
10. Proposed Tree Removal, if applicable
11. Accessory uses and/or structures, such as fences, pools, flagpoles, walls, etc., if applicable

I hereby certify the above information is true and correct and completed in accordance with the Tupelo Development Code. I further understand that if I am not the property owner, notarized permission from the property owner is required for the application to be processed.

Applicant Signature: _____ **Date:** _____