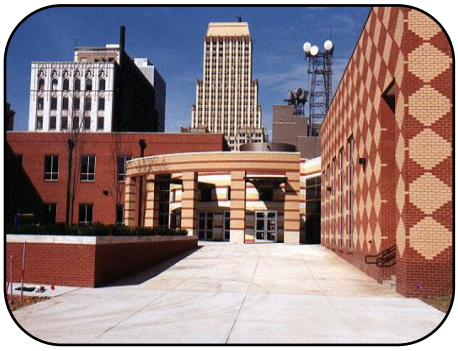

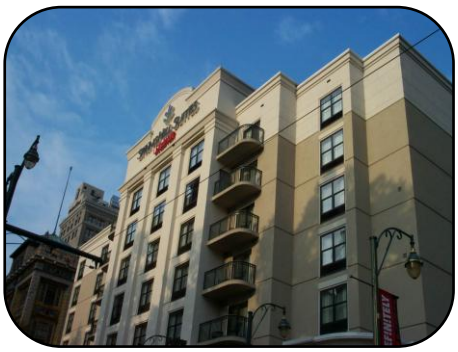

Downtown Memphis Review Board Application

Program Administered by:
Design Review Board
114 North Main Street
Memphis, TN 38103
901.575.0540
downtownmemphis.com

Packet information revised on
November 18, 2020

DESIGN REVIEW PROCESS

Administered by:
Design Review Board

1. Pre-Design Conference

Before an application for review can be submitted to the Design Review Board (DRB), a pre-design conference must be scheduled with the Downtown Memphis Commission (DMC) staff. This informal review often accelerates the approval process because staff can acquaint applicants with design standards, submittal requirements, and application procedures. Some projects, by the nature of their size and scale, may require more than one review by the DRB (e.g., site plan level review, architectural review, etc.). A pre-design conference will allow staff to communicate directly with the applicant the scope of review his or her particular project warrants. It is critical that the DRB or DMC staff is involved in reviewing projects at the earliest possible time so that the project does not get delayed and so that the board has an appropriate amount of time to fulfill its responsibilities. To schedule a pre-design conference, contact our development offices at (901) 575-0540.

2. Submittal of Application

After the pre-design conference with staff, an application for formal review and all information regarding the project must be submitted to the DMC Staff. A checklist of information necessary for review is included after the list of procedural steps. All applications for review and information must be received by the Development Project Manager no later than two weeks prior to the meeting of the DRB. The DRB generally meets on the first Wednesday of every month.

3. DRB Meeting

At the monthly meeting of the DRB, staff will present all applications that have been received prior to the date outlined above. Applicants or their representative should attend the meeting to answer any questions the DRB may have regarding the application. After reviewing each case, the DRB will vote on the proposal. Any applicant in attendance will immediately know the results of his/her submittal.

4. Approved Applications

Following approval of an application, staff will mail a letter stating the conditions of the approval to the applicant. Staff will also forward a copy of approvals to the City Construction Code Enforcement division. Administrative Approvals may take a minimum of 10 business days for approval.

5. Denied Applications

The DRB is under no obligation to approve every project. A decision may be postponed pending submittal of further information or may be denied. If an application is denied, the DRB will make recommendations to the applicant about changes that could be made to the proposal to warrant approval. These recommendations will be outlined in a letter to the applicant from staff. Changes to the proposal will be reviewed at a future meeting of the DRB.

6. Appealing a Denial

All applicants have the right to appeal a denial of the DRB to the DMC. Such appeals must be made in writing to the Chairman of the DMC within five business days of the date of the meeting at which the application was denied. Applicants may present the appeal at the regular DMC monthly meeting. The DRB chairman and staff would also be present to outline the reasons for the denial.

DESIGN REVIEW CHECKLIST

Administered by:
Design Review Board

Sign Proposals

If your application includes installation of a new sign or alteration to an existing sign, your submittal must include the following:

- photo(s) of the building(s) in question;
- drawings (not to exceed 11"x17" in size) of the proposed sign(s) with size and dimensions; drawing(s) should show the front and side views of the sign and may require additional drawings if proposal is not adequately illustrated in those drawings;
- description of letter style and size to be used on each sign;
- drawing or photo indicating where the sign(s)will be located on the building/site; and,
- description of the type of sign, colors, and materials of the proposed sign, including any proposed lighting.

New Construction or Renovation

If your application includes new construction or alteration to an existing structure, your submittal must include the following:

- photo(s) of the building(s) in question;
- site plan of proposed construction;
- architectural drawings of proposed construction at minimum 1/8" = 1'-0"; to include 1) building floor plan for each floor, 2) exterior elevations of all sides of the building, and 3) key construction details as requested by staff; if above drawings exceed 11"x17" in size, one reduced copy not to exceed 11"x17" should also be submitted; and,
- description of the colors and materials of the proposed work

Other Exterior Alterations

If your application includes exterior alterations other than those outlined above (such as installation of an awning or window/door replacement), your submittal must include the following:

- photo(s) of the building(s) in question;
- site plan of proposed alteration;
- drawings of proposed alteration at minimum 1/8" = 1'-0"; to include 1) exterior elevations of all affected sides of the building and 2) key construction details as requested by staff; if above drawings exceed 11"x17" in size, one reduced copy not to exceed 11"x17" should also be submitted; and
- description of the colors and materials of the proposed alterations

If requested, provide 15 copies of the complete application to DMC Staff.

This outline describes the typical requirements for a review by the Design Review Board. However, each project is unique and may require more than what is outlined above. At the pre-design conference, Downtown Memphis Commission staff will inform applicants if their particular project requires information that differs from what is described above.

DESIGN REVIEW BOARD APPLICATION

Administered by:
Design Review Board

Property Address*: _____

Applicant Name & Mailing Address: _____

Applicant Phone Number: _____ Applicant Fax Number: _____

Property Owner's Name & Mailing Address: _____

Property Owner's Phone Number: _____

The proposed work consists of the following (check all that apply):

Sign ❑ Renovation❑
New Building ❑ Other Exterior Alteration❑

Project Description:

Status of Project:

A complete application must be submitted to the Development Department no later than two weeks before a regularly scheduled meeting of the Design Review Board. Please submit the application with any necessary attachments to designreview@downtownmemphis.com. Questions can also be e-mailed to designreview@downtownmemphis.com, or you can reach Planning & Development staff at (901) 575 - 0540.

Owner/Applicant Signature: _____

Date: _____

*Applications for properties that are located within a Landmarks Historic District may require additional approval from the Landmarks Commission. Please contact the Shelby County Division of Planning & Developement at (901) 576-6601 for more information.