



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

HISTORIC PRESERVATION COMMISSION
CITY OF JACKSON

1. Date Submitted: _____

2. Location of Property _____
Street Address

City/State Zip Code Parcel Number

3. Historic Designation: (Please check one **and** write in the official name of the resource)

- Historic District _____
- Landmark _____
- Landmark Site _____

4. Applicant: _____
Name Telephone Number Email

Street Address City/State Zip Code

Applicant Is: Owner Lessee Architect Contractor Other

5. Owner: _____
(If different from applicant) Telephone Number Email

Street Address City/State Zip Code

6. Type of Work: (Check all that apply)

- Exterior Alteration or Repair
- Fence (**MUST SUBMIT SURVEY**)
- New Construction/Addition (**MUST SUBMIT SURVEY**)
- Relocation of Structure
- Other _____
- Demolition of Structure

___The proposed replacement structure is more appropriate and compatible with the historic character of the district than the structure proposed for demolition.

___No economically viable use of property will exist unless the application is approved.

___The structure poses an imminent threat to public health and safety.

The “Demolition Policy for Jackson Landmarks, Landmark Sites, and Historic Districts,” requires that applicants for demos must be accompanied by documentation that supports the applicant’s reason(s) for demolition.

7. **Description of Proposed Work:** If additional space is needed to outline proposed work, please attach a more detailed description. Specify the name of the architect or contractor if any.

8. **Supporting Documentation:** This application will be deemed incomplete if supporting documentation is not received. The case will not be heard before the JHPC meeting until adequate documentation is received on or before the designated deadline date. Twelve (12) copies of application and the supporting documentation must be submitted **along with** one original set and 12 copies of photographs of the subject site or structure. **Depending on the type work proposed, supporting documentation should include all or a combination of the following as necessary to thoroughly explain your project.** (Check all that apply)

- Photographs (Both print and digital via email or CD)
- Material Samples or Manufacturer's Specifications
- Plans, Elevations, & Sections
- Site or Plot Plan
- Other

9. **Staff Preliminary Review:** JHPC staff will review the submitted application and supporting documentation to determine if the application request is complete and make the recommendations. Please contact the JHPC staff for detail information at: (601) 960-2001 or (601) 960-2004

10. **Application Fee and Submittal:** Return this application to City of Jackson, Historic Preservation, 200 S. President Street, P.O. Box 17, Jackson, MS 39205-0017 with a non-refundable business check, certified check or money order for \$40.00 made payable to the City of Jackson. For projects over 5,000 sq. feet there is an additional \$40.00 fee. **Completed** applications must be received by **12:00 Noon** on the deadline as outlined in the Certificate of Appropriateness Application Filing Dates schedule. **No personal checks accepted.**

11. **JHPC Meeting Attendance:** The applicant/ or representative and the designer **must attend** the Historic Preservation Meeting to present the case and any architectural design changes. **If no one is in attendance, the case will be tabled.**

12. *Application is hereby made for the issuance of a Certificate of Appropriateness under Section 70, Article III of the Jackson Code of Ordinance. By signing this application, I hereby acknowledge that the information contained herein or subsequently submitted is true and correct to my knowledge.*

Applicant's Signature: _____ **Date** _____

Owner's Signature: _____

For Historic Preservation Office Use Only:

Date Received: _____ Case Number: _____ HPC Date: _____
Other Documents/Comments: _____ _____

**APPLICATION FILING DEADLINES
CERTIFICATE OF APPROPRIATENESS
2019 JACKSON HISTORIC PRESERVATION COMMISSION MEETING**

APPLICATION DEADLINE	LEGAL ADS PUBLICATION DATE	JHPC MEETING DATE	APPEAL DEADLINE
Thursday By 12:00pm	Thursday	Wednesday @12:00pm	By 12:00pm
December 13, 2018	Dec 20/Dec 27, 2018	January 9, 2019	January 21, 2019
January 10, 2019	Jan 17/Jan 24, 2019	February 13, 2019	February 25, 2019
February 14, 2019	Feb 21/ Feb 28, 2019	March 13, 2019	March 25, 2019
March 14, 2019	Mar 21/Mar 28,2019	April 10, 2019	April 22, 2019
April 11, 2019	Apr 18/Apr 25, 2019	May 8, 2019	May 20, 2019
May 9, 2019	May 16/May 23, 2019	June 12, 2019	June 24, 2019
June 13, 2019	Jun 20/Jun 27, 2019	July 10, 2019	July 22, 2019
July 11, 2019	July 18/July 25, 2019	August 14, 2019	August 26, 2019
August 15, 2019	Aug 22/Aug 29, 2019	September 11, 2019	September 23, 2019
September 12, 2019	Sep 19/Sep 26, 2019	October 9, 2019	October 21, 2019
October 10, 2019	Oct 17/Oct 24, 2019	November 13, 2019	November 25, 2019
November 14, 2019	Nov 21/Nov 28, 2019	December 13, 2019	December 26, 2019

Complete applications including supporting documentation must be filed on or before 12:00 pm on the above designated dates. Legal advertisements are submitted by the City Clerk's Office to the newspaper.

Application will be deemed incomplete if supporting documentation is not received. The case will not be heard on the HPC meeting until adequate documentation is received.

The applicant and the designer must attend the Historic Preservation Meeting to present the case and any requested architectural design changes. **If no one is in attendance, the case will be tabled until the following month.**

JHPC meetings are held at 12:00 noon in the Andrew Jackson Conference Room (Room 105) of the Warren Hood Building, 200 S. President St., downtown Jackson. Dates and locations are subject to change. Call (601) 960-1900 for confirmation prior to the hearing.