



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: Mr. OJ Craft @ (601) 960-1900 or ocraft@city.jackson.ms.us

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**

2018 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 14, 2017	Dec 21/Dec 28, 2017	January 10, 2018	January 22, 2018
January 11, 2018	Jan 18/Jan 25, 2018	February 14, 2018	February 26, 2018
February 15, 2018	Feb 22/ Mar 1, 2018	March 14, 2018	March 26, 2018
March 15, 2018	Mar 22/Mar 29,2018	April 11, 2018	April 23, 2018
April 12, 2018	Apr 19/Apr 26, 2018	May 9, 2018	May 21, 2018
May 10, 2018	May 17/May 24, 2018	June 13, 2018	June 25, 2018
June 14, 2018	Jun 21/Jun 28, 2018	July 11, 2018	July 23, 2018
July 12, 2018	July 19/July 26, 2018	August 8, 2018	August 20, 2018
August 9, 2018	Aug 16/Aug 23, 2018	September 12, 2018	September 24, 2018
September 13, 2018	Sep 20/Sep 27, 2018	October 10, 2018	October 22, 2018
October 11, 2018	Oct 18/Oct 25, 2018	November 14, 2018	November 26, 2018
November 15, 2018	Nov 22/Nov 29, 2018	December 12, 2018	December 24, 2018

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.