



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) 960-1900 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
2017 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 15, 2016	Dec 22/Dec 29, 2016	January 11, 2017	January 23, 2017
January 12, 2017	Jan 19/Jan 26, 2017	February 8, 2017	February 20, 2017
February 9, 2017	Feb 16/ Feb 23, 2017	March 8, 2017	March 20, 2017
March 9, 2017	Mar 16/Mar 23,2017	April 12, 2017	April 24, 2017
April 13, 2017	Apr 20/Apr 27, 2017	May 10, 2017	May 22, 2017
May 11, 2017	May 18/May 25, 2017	June 14, 2017	June 26, 2017
June 15, 2017	Jun 22/Jun 29, 2017	July 12, 2017	July 24, 2017
July 13, 2017	July 20/July 27, 2017	August 9, 2017	August 21, 2017
August 10, 2017	Aug 17/Aug 24, 2017	September 13, 2017	September 25, 2017
September 14, 2017	Sep 21/Sep 28, 2017	October 11, 2017	October 23, 2017
October 12, 2017	Oct 19/Oct 26, 2017	November 8, 2017	November 20, 2017
November 9, 2017	Nov 16/Nov 23, 2017	December 13, 2017	December 27, 2017

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.