



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
(Tree Removal)
HISTORIC PRESERVATION COMMISSION
CITY OF JACKSON

1. **Date Submitted:** _____

2. **Location of Property** _____
 Street Address

City/State	Zip Code	Parcel Number
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(Parcel number can be searched at: http://www.co.hinds.ms.us/pgs/apps/landroll_query.asp)

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
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Applicant Is: Owner Lessee Architect Contractor Other

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

Street Address	City/State	Zip Code
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6. **Type of Work:**

Removal of dying tree or tree endangers the house

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. One original set of the application with one copy of the supporting documentation must be submitted for removing a dying tree. Cases will not be reviewed until the sufficient documentation is received.

- Photographs of the tree
- A letter from Certified Arborist or Certified Engineer
- Site or Plot Plan showing the tree location
- 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) 960-2006 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 check for \$40.00 made payable to the City of Jackson (only cash, certified check and money order are accepted.) **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!**

11. 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: _____
Date

**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 11, 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.