

denial within six months after the decision is made. A COA may be granted. An aggrieved applicant may appeal to the City Council within ten days after the HPC action. A second legal ad is run fifteen days prior to the City Council hearing. The City Council may grant or deny the COA or remand the matter back to the HPC.

### **Routine Maintenance & Minor Work**

Routine maintenance and minor work may be approved by staff if there is to be no change in the design, materials, or general appearance of the structure of grounds. Replacement of roofs, facia boards and a small amount of replacement siding with identical sizes and types of material is an example of routine maintenance. A determination can be made at the time of the preliminary conference with staff.



### **Jackson's Designated Historic Assets**

The City has five local historic districts, three of which are also National Register Historic Districts. They are the Belhaven Heights Historic District, Parish Street Historic District, Morris Historic District, Medgar Evers Neighborhood Historic District and Belhaven Historic District. Thirteen individual sites have been locally designated and several of these are also on the National Register of Historic Places.

If you would like more information about historic preservation, try these sites:

**National Park Service:** <http://www.nps.gov/>

**Mississippi Dept. of Archives & History:**  
<http://www.mdah.state.ms.us/>

**City of Jackson:** <http://www.jacksonms.gov>

**Mississippi Heritage Trust:**  
<http://www.mississippiheritage.com/>

### **City of Jackson, Mississippi**

200 South President St., Room 204—P. O. Box 17  
Jackson, MS 39205  
Phone: 601-960-2006  
Fax: 601-960-2192  
[bzhao@city.jackson.ms.us](mailto:bzhao@city.jackson.ms.us)

# **Certificate of Appropriateness Process**

**City of Jackson, Mississippi**



**Jackson Historic Preservation  
Commission**

**Tel: 601-960-2006**

# Historic Preservation

Historic preservation is vital to maintaining Jackson's unique character and helps to insure quality construction that is compatible with existing neighborhood characteristics. The Historic Preservation Ordinance first adopted in 1988 and amended as needed, guides new development within



certain local historic districts and alterations to cultural, architectural, archeological and properties which are local or state landmarks or on the National Register of Historic Properties. The local historic Districts were identified and design restrictions were

imposed after property owners within these areas agreed that this designation would be advantageous to your community.

## Historic Preservation Commission

The Historic Preservation Commission (HPC) is a nine-member Mayor-appointed body of volunteers with expertise in architecture or with an interest in helping preserve the historic assets of Jackson. The

Commission meets monthly to review pre-submitted COA applications. Applications for review are available from Staff.

## Design Guidelines

Rehabilitation Projects should adhere to the Secretary of the Interior's Standards for Rehabilitation as well as any local Design Guidelines created specifically for local Historic Districts. The Farish Street Historic District and the Belhaven Historic District each have individual Design Guidelines which are available from staff.

## Prefiling Conference

Prior to filing a COA application form, applicants are encouraged to meet with staff to determine any modifications that may make the application more consistent with JHPC standards.

## COA Applications

Following the pre-filing meeting, the applicant should submit a COA application on or before the deadline along with a check for \$26. Depending on the type of work proposed, certain supporting documentation is required which should include any of the following items necessary to explain and illustrate the project:

- Photographs
- Material Samples
- Manufacturer's specifications

- Plans, elevations, section drawings
- Site Plan
- Related City Permits
- Any additional material needed.

Applications must be filed on or before the designated deadline, and a legal ad must be run at least 15 days prior to the Public Hearing.

## Public Hearing and Design Review

COA applications are reviewed by the Commission at their monthly meeting and the applicant or their representative should attend the meeting to interact with members of the Commission. Any affected property owners have an opportunity to speak in favor of or against the proposed projects. Based on federal guidelines, the HPC applies its Design Standards and Criteria to all design review projects. The HPC may approve, approve with conditions or changes, or deny with reasons the application. Sometimes projects are not voted on at the meeting but sent to a design committee comprised of three or more members of the Commission. This committee meets informally to help applicants make appropriate changes to the project.

## Compliance, Reconsideration and Appeal Process

If an application is denied by the HPC and the applicant subsequently complies with the reasons for