



APPLICATION FOR JACKSON LANDMARK DESIGNATION

**HISTORIC PRESERVATION COMMISSION
CITY OF JACKSON**

(Please type or print clearly, you may attach additional pages)

1. Property Name:

_____ Present Use

2. Property Location:

_____ Street Address

_____ City/State Zip Code Ward

_____ Tax Map/Parcel or Lot/Subdivision

3. Applicant:

_____ Name Telephone No.

_____ Street Address City/State Zip Code

4. Owner:

_____ (If different from applicant) Telephone No.

_____ Street Address City/State Zip Code

5. Has this property received other historic designations? Yes _____ No

If yes, list type of designation with dates:

6. This historic resource which may include buildings(s), structure(s) and object(s) should meet at least one of the following criteria for designation. Summarize below and attach appropriate documentation.

a. Describe the cultural, political, economic or social history of national, state or local interest and dates associated with this resource.

Documented _____ Estimated _____

b. Identify the historic personages and/or events and dates associated with this resource.

Documented _____ Estimated _____

c. Describe the architectural, craftsmanship, character, style and/or materials unique to this resource.

Documented _____ Estimated _____

d. Identify the master builder, designer, architect, and construction date(s) of this resource.

Documented _____ Estimated _____

e. Outline the property's history of physical changes including any significant dates:

Documented _____ Estimated _____

7. Signatures:

Applicant's Signature _____ Date _____

Property Owner's Signature _____ Date _____

This application should be returned to the City of Jackson, Department of Planning and Development, Attn: Historic Preservation, 200 South President Street, P.O. Box 17, Jackson, MS 39205-0017 with a non-refundable check for \$26.00 made payable to the City of Jackson. If you need information or assistance with this application, please contact Historic Preservation Commission staff at 601-960-1857.

**APPLICATION PROCEDURE
JACKSON LANDMARK DESIGNATION**

1. Designation of a Jackson Landmark can be initiated by the Jackson Historic Preservation Commission (JHPC), City Council, an individual property owner or group of property owners.
2. If the designation is initiated by an individual property owner or group of property owners, they must notify the JHPC of their intent to apply.
3. A thorough investigation of the historic, architectural, archaeological, and/or cultural significance of the resource must be conducted and the findings presented in the form of an application. The Application for Jackson Landmark Designation must be printed in a cohesive format and include the following supporting documentation:
 - a. Legal description - concise description of entire property with a map showing its location in the city;
 - b. Architectural Description - concise technical description of the existing building and its architectural style;
 - c. Statement of Significance - detailed explanation of the cultural, political, economic or social history of the property (and associated dates) explaining why the resource is important to the city, state or country; and
 - d. Photographs - 3" x 5" black and white photographs of the primary facade and significant features of the structure or site.
 - e. Supporting documentations such as the copies of the old photos, newspapers, archives proving the statement of significance.
4. A non-refundable filing fee of \$26.00 must accompany each application. 12 copies of the above documentations & application need to be submitted to JHPC for review.
5. The JHPC reviews the application and makes a recommendation to City Council. If the Commission recommends the designation of the property, a resolution to establish a public hearing to consider the designation is prepared and presented to City Council for approval.
6. Within forty-five (45) days after receiving the JHPC's recommendation, City Council conducts a public hearing. Notice of public hearing is published in the city's newspaper of record at least three (3) consecutive weeks prior to the hearing.
7. At least thirty (30) days prior to the public hearing, written notice is mailed to the property owner(s) of record.
8. Within sixty (60) days after the public hearing, the designation is presented to City Council in the form of an ordinance. City Council adopts, rejects, or adopts a portion of the ordinance to designate the property a Jackson Landmark.
9. If adopted, the ordinance goes into effect after thirty (30) days and its publication in the city's newspaper of record by the City Clerk.