

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 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) 960-2037.

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, business check, certified check, and money order are accepted.) **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