



**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 the 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) 960-2006 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 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: _____		
