

PLEASE READ PRIOR TO FILLING OUT APPLICATION

Failure to submit a completed application with all required pictures and construction documents will significantly delay or prevent application approval.

Submit your completed application to the Historic District Commission (HDC) by:

- Emailing your application to jmorris@cityofjackson.org
- Submitting your application to the HDC in c/o Ms. Jennifer Morris, the Dept. of Neighborhood & Economic Operations, 3rd floor of City Hall

Applications are due 11 days prior to the next regularly scheduled meeting. HDC Meetings generally take place the 3rd Monday of each month at 6 PM on the 2nd Floor City Hall Council Chambers.

Your application will not be processed until all the required information has been received.

If your property is a local, historically designated property, you may not obtain Building Permits for exterior work until the HDC has reviewed your Application for Permission and issued a Certificate of Appropriateness by approving the Application.

The HDC utilizes the Secretary for Interior Standards for Rehabilitation as part of its evaluation process available at <http://www.nps.gov/tps/standards/rehabilitation.htm>

See website for example of filled out application.

APPLICANT CONTACT INFORMATION

First Name:

Last Name:

Daytime Phone:

Night Time Phone:

Email Address:

Mailing Address:

City:

State:

Zip:

PROPERTY INFORMATION

Address:

City:

State:

Zip:

Owner Name:

Contractor Name (If the project does not have a contractor, please put "N/A"):

Architect Name (If the project does not have a architect, please put "N/A"):

DESCRIPTION OF CHANGES

Detailed Description:

Provide a detailed description of the work you plan to complete on the next page. After review, the HDC shall make a determination as to whether the proposed change is compatible with the existing structure.

Categories to be considered shall include form, proportion, configuration, building materials, texture, color, location on the site and landscaping. Add brand names where appropriate.

Special Considerations:

Porches

Details such as brackets, balustrades, columns, tiles, roof decorations and railings must be retained.

Railing shall be constructed of appropriate material complimentary to the design of the porch.

Repair decking with like material.

Repair columns with like material.

Windows and Doors

Introducing or changing the location or size of existing windows, doors and other openings that alter the architectural and historical character of the building shall not be permitted.

Decorative windows such as Palladian, oriels, bays, Gothic arch, or segmented tops shall not be removed or altered.

Whenever possible, repairing and retaining original windows and doors is preferable. If you are not repairing your windows, please be prepared to explain your rationale to the HDC.

Replacement windows shall duplicate the appearance of the existing original windows in design, size, proportion, reflective qualities and profiles including the profile of sash rails, stiles, and nullions and muntins.

New Construction

After review, the HDC shall determine whether a proposed structure is compatible with other structures in the district. Categories to be considered shall include form, proportion, mass, configuration, building materials, texture, color, location on the site and landscaping.

PLEASE USE THE NEXT PAGE TO DETAIL YOUR DESCRIPTION OF CHANGES.

PLEASE DETAIL YOUR DESCRIPTION OF CHANGES HERE:

Supporting Materials:

These supporting materials comprise key components of the application and must be submitted prior to evaluation of your application by the Historic District Commission. Please submit these materials along with your application.

- Site plan and building elevations of proposed alteration(s)
- Current photos of each side of the building, including areas with proposed alteration(s)
- Detailed sketch of renovations/repairs applicant intends to perform on the structure
- Catalog or specification sheets clearly indicating selection of materials and products

Anticipated Date of Completion:

Cost of Alteration:

FIRE SAFETY

Does this building contain a fire suppression system? If so, what type? Examples of a fire suppression system are fire alarm systems and smoke alarms. This question is required by state legislation, which requires that applicants must certify that a fire suppression system is present or will be installed before the completion date of the project.

Does your building include a fire suppression system? Check all that apply:

- | | | |
|----------------|------------------|------|
| Fire Alarm | Sprinkler System | None |
| Smoke Detector | Other | |

Please certify that you will install a fire alarm system or smoke alarm, if not already present, for this project prior to anticipated date of completion:

- I have a fire suppression system
 - I certify I will install a fire suppression system
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