

**JACKSON HISTORIC DISTRICT COMMISSION
APPLICATION FOR PERMISSION
(FOR CERTIFICATE OF APPROPRIATENESS)**

1. Application information Property Address: _____ Date: _____

Applicant Name: _____

Mailing Address of Applicant: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____ Email: _____

2. Property information Owner (if not the same): _____

Contractor (if any): _____

Architect (if any): _____

DESCRIPTON OF CHANGE

3. Detailed description: _____

4. What design details will be lost or changed? _____

5. Anticipated date of completion. _____

6. Estimated cost of change. \$ _____

7. Does this building contain a fire alarm system or a smoke alarm? If so, what type? _____
Please certify you will install a fire alarm system or smoke alarm for this project before the anticipated date of completion in #5 above: Yes _____ No _____

FOR CITY USE ONLY

BUILDING INSPECTION

Date Received: _____
Referred to HDC: _____

Signature: _____

HISTORIC DISTRICT COMMISSION

Date Considered: _____
Action: _____

Signature: _____
Approval of this Application for Permission deems this form a "Certificate of Appropriateness".

APPLICATION FOR PERMISSION

INSTRUCTIONS

Your application will not be processed until all the required information has been received. Please complete the application by hand printing or typing the information and submit it to the Building Inspection Department, City of Jackson, City Hall, 161 W. Michigan Avenue. **Applications are due 11 days prior to the next regularly scheduled meeting.** If your property is a local historically designated property, you may not obtain Building Permits for exterior work until the Historic District Commission has reviewed your Application for Permission and issued a Certificate of Appropriateness, by approving the Application. Copies of this Application and other general information can be found at www.cityofjackson.org/departments/communitydevelopment/historicdistrict.asp

Fill in Section 1 completely.

Fill in Section 2 completely.

DESCRIPTION OF CHANGE

3. Detailed description of project:

Provide a detailed description of the work you plan to complete on the form and clearly indicate what attachments have been included. Please submit:

- A. Plans drawn to a legible scale showing the proposed alteration, including size, description of materials and work to be completed.
- B. A site plan dimensioned to legible scale showing existing property lines, and any prominent features of the site.
- C. A current photo of every side of the building, with particular emphasis to detail where work will be completed.
- D. A detailed sketch of the renovation or repair(s) you intend to perform to the structure or property.
- E. Catalog or specification sheets clearly identifying your choice of details, products and materials.

4. What design details will be lost or changed?

Identify all details that will be changed. The following general information may assist in planning and describing your project, and is provided as a guide:

Porches-

- Details such as banisters, brackets, balusters, columns, tiles, roof decorations and railings should be retained.
- Railing shall be constructed of appropriate material complimentary to the design of the porch.
- Repair columns with like material.
- Repair decking 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 generally shall not be permitted.
- Unusual 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.
- 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 muntins.

New Construction-

- After review, the HDC shall make a determination as to 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.

5. Anticipated Date of Completion: Make your best guess as to when you will be done with the project.

6. 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 will be installed before the completion date of the project.

7. Estimated cost of change: Use Contractors' estimates, or make your best guess, if no estimates have been obtained.