

**CITY OF JACKSON, TENNESSEE
HISTORIC ZONING COMMISSION
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

Fee \$50.00

I/We the undersigned do hereby make application for a Certificate of Appropriateness for the following plans and proposals to be undertaken within the boundaries of a Historic Zoning District pursuant to Article V, Section 18 of the Official Zoning Ordinance of the City of Jackson, TN.

Any substitution or deviation from the work items approved on the Certificate of Appropriateness will require further review and approval by the Historic Zoning Commission prior to being undertaken.

1. NAME OF APPLICANT: _____

Address: _____

Day Phone: _____

Relationship to Owner: Lessee ____ Contractor ____ Architect ____ Other ____

2. NAME OF OWNER: _____

Address: _____

Day Phone: _____

3. ADDRESS OF PROPERTY: _____

4. TYPE OF WORK (CHECK): A. ____ Exterior alteration or repair
B. ____ New construction: 1) ____ Primary Structure
2) ____ Outbuilding
3) ____ Addition
4) ____ Other

C. ____ Demolition: 1) ____ Whole primary structure
2) ____ Part of primary structure
3) ____ Outbuilding
4) ____ Relocation

5. DESCRIPTION OF WORK: See the other side of this sheet for a listing of materials that must be submitted with this application. The Historic Zoning Commission retains copies of all materials submitted with an application.

6. PRESENT ZONING OF PROPERTY _____

7. SIGNATURE OF APPLICANT _____

DATE _____

8. RETURN APPLICATION TO: Jackson – Madison County Historic Zoning Commission
111 East Main Street, Suite 201
Jackson, TN 38301
(731) 425-8287

ADDITIONAL INFORMATION TO BE SUBMITTED WITH APPLICATION

EXTERIOR ALTERATION/REPAIR

1. Check each work item for which approval is requested:

- | | | |
|---|---|---|
| <input type="checkbox"/> Architectural feature
(decorative
ornamentation) | <input type="checkbox"/> Paving (parking lot, driveways,
landscaping) | <input type="checkbox"/> Security doors & windows |
| <input type="checkbox"/> Awnings or canopy | <input type="checkbox"/> Porch (columns, cornice,
railings, flooring, trellis work,
steps, ornamentation) | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Curb cut | <input type="checkbox"/> Material change (wood,
brick, metal, etc.) | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Mechanical system unit | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Door | <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Roof (change in shape,
features or materials) | <input type="checkbox"/> Solar collectors |
| <input type="checkbox"/> Guttering | <input type="checkbox"/> Satellite dish | <input type="checkbox"/> Storm windows & doors |
| <input type="checkbox"/> Light fixture | | <input type="checkbox"/> Windows, skylights |
| <input type="checkbox"/> Masonry cleaning,
repainting, painting | | <input type="checkbox"/> Other |

2. List and describe in detail all work to be done for each item checked. Include the following materials where appropriate:

- A. Drawings, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. To scale drawings with dimensions will be required for major changes in design, e.g., roofs, facades, porches, and other prominent architectural features.
- B. If application is for a fence, include a site plan.
- C. If material changes are proposed, include samples.

NEW CONSTRUCTION/ADDITIONS

1. Describe the nature of the proposed project. Where appropriate include:
- A. Site plan with measured distances.
 - B. Elevation drawings of each façade with dimensions and specifications which clearly illustrate the exterior appearance of the project.
 - C. Samples or other descriptions of materials to be used.
 - D. Drawings or other description of site improvements, e.g., fences, sidewalks, lighting, pavement, decks.

DEMOLITION OF STRUCTURE

1. Describe the structure's condition and reason for demolition.
2. Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.
3. If economic hardship is claimed, include evidence that hardship exists (criteria are available upon request.)

RELOCATION OF STRUCTURE

1. Explain what building will be moved, where, why, and proposed changes.
2. If a building will be moved into the district from outside, include photographs.
3. Include a site plan showing the proposed location of the structure on the new parcel.
4. Describe any site features which may be altered or disturbed, e.g., foundations, walls, vegetation.