

READ PRIOR TO FILLING OUT APPLICATION

Regularly held Historic District Commission (HDC) Meetings are scheduled to be conducted every third (3rd) Monday of each month. Meetings begin at 6:00 PM and are held in the City Council Chambers on the 2nd Floor in City Hall, 161 W. Michigan Ave., Jackson, MI 49201.

Failure to submit a complete application, including all required pictures and construction documents, will significantly delay review.

To be considered for the next available agenda, applications shall be submitted not less than eleven (11) calendar days prior to the next regularly scheduled meeting date.

Your application will not be processed until all the required information is received and staff deems complete.

If the subject property is a local historically designated property, building permits for exterior work will not be issued prior to Application for Permission review by the HDC. If approved, a Certificate of Appropriateness will be issued to the applicant.

Completed applications for permission to be considered by the Historic District Commission (HDC) may be submitted by one (1) of the following methods:

- 1) Email to: catkin@cityofjackson.org
- 2) Mail to: Historic District Commission
c/o Chris Atkin
161 W. Michigan Ave.
Jackson, MI 49201
- 3) Hand deliver to 3rd Floor City Hall, Neighborhood and Economic Operations Department

The HDC follows the Secretary of the Interior's Standards for Rehabilitation to evaluate Applications for Permission.

Historic District Commission Application for Permission

APPLICANT

Name: _____

Address: _____

City: _____ State: ___ Zip: _____

Phone: () _____ Email: _____

PROPERTY INFORMATION

Same as applicant

Owner Name: _____

Address: _____

City: _____ State: ___ Zip: _____

Phone: () _____ Email: _____

CONTRACTOR INFORMATION N/A

Name: _____

Address: _____

City: _____ State: ___ Zip: _____

Phone: () _____ Email: _____

ARCHITECT INFORMATION N/A

Name: _____

Address: _____

City: _____ State: ___ Zip: _____

Phone: () _____ Email: _____

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.

Historic District Commission Application for Permission

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.

Is there an existing a fire suppression system? Yes No

If yes, check all that apply:

Fire Alarm Smoke Detector Sprinkler System Other

If no, please certify a fire alarm system or smoke alarm will be installed prior to date of completion:

I certify I will install a fire suppression system prior to date of completion.

I hereby acknowledge that this information is complete and accurate; that the work will be performed and completed as approved by the City of Jackson Historic District Commission.

Applicant Signature

Date

Owners Signature
(if different than applicant)

Date