Jones County Historical Preservation Commission
Application for
Certificate of Appropriateness

Applicant’s Name: __________________________________________________________

Address:_________________________________________________________________

Telephone #: _____________________________

Owner’s Name: ___________________________________________________________

Location of Property: ______________________________________________________

Proposed Use: ____________________________________________________________

I certify that, to the best of my knowledge and belief, all information supplied with this
application is correct.

_________________________________ __________________ __________
Signature of Applicant Date Submitted

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To be Completed by Commission Staff

Map/Parcel ___________ Zoning _______ Code ________

Architectural style _________________________________________________
Approximate Age of Structure _______________________________________

Critical Style Features ______________________________________________

Priority Number __________

__________________________________ _________________ __
Signature of Historic Advisory Board Coordinator Dat e

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A certificate of Appropriateness is required for:

1) Any new construction

2) Any exterior alteration, restoration or reconstruction of a building or structure. This includes structures such as walls, fences, steps and paving.

3) Any sign which is to be erected or altered which is visible from a public right-of-way.

4) Any landscape treatment associated with new construction or alteration of a building.

5) Any demolition or relocation of structures or parts of structures.

6) The design of any feature required by the Building Inspector.

A certificate of Appropriateness is not required for:

1) Any interior modifications.

2) Any changes in color on the exterior of a structure.

3) Any ordinary maintenance or repair which does not involve a change in design, material or outer appearance.

4) Any construction, reconstruction, alteration, restoration or demolition of any feature which the Building Inspector shall certify in writing to the Commission and Historic Advisory Board is required for public safety because of an unsafe or hazardous condition.
Jones County Historic Preservation Commission

To be completed by applicant:

This application concerns a:
_____ Building  _____ Monument
_____ Structure  _____ Landscape Feature
_____ Site  _____ Sign

This application is for:
_____ Exterior alteration of existing structure
_____ Construction of a new structure
_____ Construction of an addition to an existing structure
_____ Demolition of an existing structure
_____ Relocation of a structure ( _____ within / _____ outside of) a historic district
_____ Site modification

General information:
Lot:  Front ________ Depth ________ Total area
Structure:  Width ________ Depth ________ Height
Stories ________ Total floor area in square feet __________

Complete the following only when asking for demolition or relocation of an existing structure:

Reason for demolition, relocation or removal of structure: ________________________________

________________________________________________________________________________

________________________________________________________________________________

New property location: ________________________________

Please provide a brief description of any exterior alterations to a structure or appurtenant features associated with its removal or relocation (foundation, walls, driveway etc.):
________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Please identify any significant vegetation which may be removed during relocation:
________________________________________________________________________________

________________________________________________________________________________

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Please describe clearly and in detail the appearance and nature of the proposed project. Attach drawings, specifications, renderings, photographs, etc. When appropriate, include information on materials, colors, location of any significant vegetation, parking areas, walkways, etc.

Copies of all information submitted with the application must be retained by the Jones County Historic Preservation Commission.