

# Application for a Certificate of Appropriateness to Hattiesburg Historic Conservation Commission

for a proposed exterior change to a property within designated historic districts

<i>Office Use Only</i>
Received _____
Complete _____
HHCC review _____
Action _____

Historic District \_\_\_\_\_

Property address: \_\_\_\_\_

Present zoning: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature and permission of Applicant / date: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

*If the applicant is not the owner, include a letter from the owner authorizing the change.*

I hereby authorize City of Hattiesburg staff access to the property for taking pictures and documentation.

Proposed starting date: \_\_\_\_\_

**Briefly describe the proposed project / Proposed Alterations**  
(attach additional sheets as needed):

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**NOTE: Appropriate support materials for each proposed change as required must be submitted to complete this application.**

**Incomplete applications will not be reviewed by the commission.**

**DEADLINE: Applications and support materials must be submitted by 5 p.m. Wednesday, 14 days prior to the regular HHCC meeting, normally the second Wednesday of each month.**

- New Buildings and New Additions**
  - Major Restoration, Rehabilitation or Remodeling**
  - Site Changes – tree removal, fences, walks, driveways, parking and signs**
  - Demolition and Relocation**
- Required support materials must be attached. Please see *Checklist for Required Support Materials* on the next page.

## **APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS**

### **Checklist for Required Support Materials**

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A complete application requires support materials: Please check the list below for which materials may be necessary for design review of a particular project.

#### **New Buildings and New Additions**

- Architectural elevation (to scale)
- Site plan (to scale)
- Floor plan (to scale)
- Description of materials and types and styles of architectural features such as windows and doors
- Photographs of proposed site and adjoining properties

#### **Major Restoration, Rehabilitation or Remodeling**

- Architectural elevations or sketches (to scale)
- Description of proposed changes
- Description of materials
- Photographs of existing building
- Documentation of earlier historic appearance (restorations only)
- Site plan showing placement (to scale)

#### **Site Changes - trees, walks, drives, parking and signs**

- Site plan or sketch of site
- Architectural elevations or sketches (to scale)
- Description of materials
- Photographs of site

#### **Demolition and Relocation**

- Condition reports
- Photographs of existing building
- Documentation of economic factors
- Site plans (for relocation)
- Documentation of justification

NOTE: Only complete applications will be placed on the agenda for review.