

Senatobia Historic Preservation Commission



Proposed Decisions & Procedure Guidelines

(Approved March 15, 2012)

Prior to Meeting:

- Application for Certificate of Appropriateness in proper form. Must be received by the first day of the month of the SHPC meeting to consider the request. If additional information is required, that must be provided at least one week prior to regularly scheduled meeting.
- Where appropriate, approval from the Mississippi Department of Archives and History, the state's historic preservation office. Approval should be noted on the plans.

During the Meeting:

- Review of these guidelines
- Begin procedures – 15 minutes per applicant presentation.
- Five minutes per Commission member present for question and answer period, if needed.
- Each Commission member present to be recognized individually by the Chairman and given an opportunity to review request with applicant. All Commission members must be given an opportunity to individually discuss the application before being recognized further.
- Discussion period of the Commission for each applicant request to be limited to 10 minutes unless the Commission votes to extend.
- Call for a motion, second, and vote

City of Senatobia

Senatobia Historic Preservation Commission
Application for Certificate of Appropriateness

(Governed by City Ordinance 381, Adopted February 15, 2011)

1. Date of Application: _____

Applicant/Firm: _____
(If Business Firm, Name of Principal or Agent)

Phone: Business _____ Home: _____

Mailing Address: _____

2. a. Location of Property Subject to Application: _____

b. Legal Description of Property Subject to Application: _____

c. Located Within: () Historic Residential District () Historic Business District () Other

3. a. Proposed Exterior Alteration: () Addition () Renovation () Removal () External Sign(s) () Painting () Siding () Fencing () New Construction () Other, please Specify: _____

b. Description of alteration proposed, including estimated start and completion dates and cost. Attach a photo/sketch of existing facility and drawing/sketch after proposed structural change. Use additional sheet if necessary: _____

c. Will building continue in its present usage? () Yes () No

If no, what is proposed usage? _____

4. It is warranted in good faith that the statements above and on attached page(s) are true and correct. I/we understand that, if this application is approved, it becomes a part of the Certificate of Appropriateness and that I/we have received approval only for the work specified herein, subject to any conditions or modification imposed by the Senatobia Historic Preservation Commission.

Applicant's/Agent's Signature(s): _____ Date: _____

You will be notified of the Commission's review date within fifteen (15) days.

Do you wish a Preliminary Conference? () Yes () No

Applicant/Firm: _____

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1. Application Received: Date _____ Time _____

Signature: _____
City Building Inspector or Designated Representative

2. Checklist of Action:
Notification of Commission Chairman/Vice Chairman () Date _____

a. Notification of Applicant of Hearing () Date _____

Date of Hearing: _____ Time of Hearing: _____

3. Property:
a. Zoning Code of Property: _____

Restrictions, if any: _____

b. Historical Significance: () Pivotal () contributing () Non-Contributing () Marginal () Intrusion
() Vacant Lot () Historic Landmark Status

4. Action Taken:
a. The decision of the Senatobia Historic Preservation Commission is as follows: This application is hereby
() Approved
() Tabled pending furnishing of additional data
() Not approved for the following:

b. Comments: _____

Signatures:

Chairman, Senatobia Historic Preservation Commission

Date

City Building Inspector

Date

5. Appeal Rights: You have the right to appeal the Commission's decision to Mayor and Board of Aldermen within 30 days of this determination in the manner provided by law. (See Section XI, Ordinance 381)