



## Helpful Hints for Historic Preservation Program

- **Nomination Process:** Properties may be nominated for designation on the Jackson Historic Register by the landowner, the TCHPB, or a member of the Council. In all cases, landowner consent must be obtained. See Sec. 8.5.7 for more information
- **Historic Preservation Design Guidelines:** These guidelines have been added as an appendix to the Town Design Guidelines. They apply to all structures listed on the Jackson Historic Register and must be complied with for any external modifications, additions, or relocation of a listed Historic Resource. The Guidelines do not apply to internal changes.
- **Fees:** In order to incentivize historic preservation, the Town does not require application fees for either the historic designation process (Sec. 8.5.7) or for a Certificate of Appropriateness (Sec. 8.5.8/8.5.9).
- **Applying for a Certificate of Appropriateness (CoA):** There are two types of CoA: one for Exterior Alterations and another for Repositioning and Relocations of listed Historic Resources. Please specify which type of COA you are applying for. In addition, each type of CoA has two levels of review – **Type 1** for larger projects that require TCHPB review and **Type 2** for smaller projects that are reviewed only by staff. All CoAs are approved by the Planning Director without the need for public hearings. Again, please specify whether Type 1 or Type 2 level of review is being requested. If you are not sure which type applies to your project, please refer to Sec. 8.5.8 and 8.5.9 in the LDRs for more information on the required procedures or feel free to contact planning staff for guidance. Please use the general Development Permit Application to apply for all CoA types (see the main webpage for historic preservation for a link to this application).
- **Applying for a Transfer of Development Rights (TDR)/transfer of housing mitigation credits:** Both of these options require approval of a Zoning Compliance Verification (ZCV) prior to any transfer taking place to verify the amount and type of development or credits that can be transferred. Please see the main webpage for historic preservation for a link to this application.
- **Historic preservation easement and deed restrictions:** For those planning to use the TDR or housing mitigation credit transfer options, the Town is currently in the process of developing templates for the required historic preservation easement and deed restriction that are required to document the transfers and ensure permanent preservation. However, the applicant may provide their own preservation easements and deed restriction for Town review consistent with the requirements of Sec. 5.9.6.C. Please contact planning staff with any questions. Final drafts of these documents must be submitted for Town review and signature prior to the sale/transfer of any development rights.