

Certificate of Appropriateness/Conceptual Review Application Form

Property Address: 302 St. John
 Applicant Name: Jenise McCardell Owner Name: Same
 Mailing Address: 302 St John BSL 39520 Mailing Address: Same
 Phone: 228-342-0012/406-6347 Phone: Same

Project Classification: Criteria for issuance of certificates of appropriateness can be found in Section VIII of the BSL Historical Preservation Ordinance, No. 509. Please check appropriate box(es)

☐ **Conceptual Review:** Discuss with the commission preliminary design ideas for a project. The commission will address the appropriateness of the proposal and provide helpful advice. Items needed include, but are not limited to, site plan (plat) indicating where the proposed project is to be built. Photos and/or sketches of the proposed improvements. No architectural drawings are required. A COA will not be issued for a C.R.

☒ **Addition/Renovation:** Exterior alterations and or additions should be compatible with the building itself; its original design & style. Items needed: photos of existing improvements. Site plan accurately depicting the placement of current & proposed improvements. Plans & exterior elevations drawn to scale that clearly show the design and architectural character of the proposed addition or alteration as it relates to the existing improvements. List of materials describing the size, textures and other characteristics about their appearance.

☐ **New Construction:** New Construction should be visually compatible with the buildings and environment to which it is related, their effect upon the immediate surroundings and the district as a whole while maintaining the rhythm created by building masses, relationships between windows, doors, materials, textures, the patterns, the trims, and the design of the roof. Items needed: Architectural drawings to scale. Site plan, to scale (plat) indicating where the proposed project is to be built. Specific description of materials, types & sizes. Photographs of proposed site. Incomplete application for new construction may be considered under conceptual review.

☐ **Demolition:** Consideration is given to the individual architectural, cultural, and/or historical significance of the resource; the importance or contribution of the resource to the architectural character of the district; and to neighboring property values. Items needed: Photographs of existing building. Site Plan to scale. Condition reports; Foundation plan of replacement and/or documentation of justification.

I hereby certify that I understand this application will not be accepted and processed until all requested information has been supplied. I also understand this application may require a site visit/additional research.

Applicant's Signature: Jenise McCardell Date: 9/18/24
 Owner's Signature: Jenise McCardell Date: 9/18/24
 Required: Jenise McCardell

Please refer to the checklist of materials required with your application
 A Meeting with the Bay St Louis HPC to discuss the specific details of your project is strongly encouraged.

Historic Preservation Commission / City Council Use Only

Historic District: _____	Case Number: _____
<input type="checkbox"/> Historic Preservation Commission Reviewed	Review Date: _____
Recommendation: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with Conditions <input type="checkbox"/> Disapprove	
Comments: _____	
Requires Property Owner / Applicant Signature _____	
<input type="checkbox"/> City Council Reviewed	Review Date: _____
COA Action: Approval <input type="checkbox"/> YES <input type="checkbox"/> NO	Date COA Action: _____
Comments: _____	
(BSL Historic Preservation Commissioner) _____	(City Council Resident Signature) _____ (Date) _____

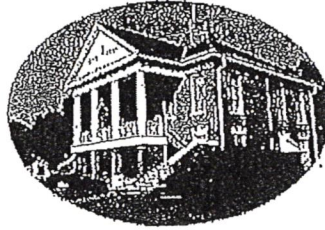
Once Completed & Signed - Original copy - HPC, Copy-Building Department

Application

HPC Review / City Council Review



Bay St. Louis



Historic Preservation Commission

SUBMITTAL CHECKLIST

Property Owners Information:

Name: Jenise McCardell

Address: 302 St. John BSL Ms 39520
(No P.O. Boxes)

Telephone Number (228) 466-6347 Cell Number (228) 342-0012

ADDRESS OF PROPERTY IN QUESTION IF DIFFERENT FROM ADDRESS STATED ABOVE: _____

Give written scope of work to be performed: _____

Construct Back Porch.

We are using same material @ of
area house that is constructed

HISTORIC PRESERVATION COMMISSION REVIEW

CITY OF BAY ST. LOUIS, MISSISSIPPI

MATERIALS TO SUBMIT WITH THE APPLICATION FOR REVIEW

ARCHITECTURAL PLANS or DRAWINGS: A total of seven (7) sets must be submitted to the Zoning Department.

1. Site Plan, indicating setbacks to the front, rear and side yards.
2. Exterior elevations (street views) of proposed structure(s).
3. Description of exterior trim materials to be used. Can be shown on plans or separate page.
 - a) Siding material: wood, hardi-plank, etc...
 - b) Masonry material: brick, stucco, etc....
 - c) Exterior openings; windows and doors: indicated size, types and materials.
 - d) Shutters and Awnings: indicated size, types and materials.
 - e) Column size and types
 - f) Roofing materials: wood, metal, slate, etc....
 - g) Landscaping elements to include, but not limited to; fencing, sidewalks, driveways, entrances.
 - h) Misc: Pools, signage, skylights, trellises, etc...

PHOTOGRAPHS: (Renovations only, not new construction)

1. 35mm or digital only. Include photos of each side of the building; the site to be altered and close ups of the specific areas to be changed.

We would like to thank you in advance for your help and participation in this preservation program which is dedicated to retaining the charm, beauty and character of our beloved City of Bay St. Louis.

Bay St. Louis Historic Preservation Commission
March 1, 2008

REINFORCED CONCRETE
GULLY COVER FOR 18" DIA.

REPAIRS TO ROOF
SHOULD BE MADE
WITHIN 14 DAYS
OF THE DATE OF
ISSUANCE OF THIS
DRAWING. THE
OWNER SHALL BE
RESPONSIBLE FOR
THE COST OF SUCH
REPAIRS.

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EAST ELEVATION

NOTES: WINDOW AND DOOR
THRESHS TO HAVE A 2" X 4" SILL
WITH 1" X 4" SIDE AND BOTTOM RAILS
(PAINTED)

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LEAD FLASHING TO BE
INSTALLED OVER ALL
ROOF FLASHING
TO PREVENT LEAKS
TO INSIDE OF BUILDING
ON ROOF

2" X 4" POSTS WITH
1" X 4" CAPITAL AND 10"
BASE (PAINTED)

WOOD SHUTTERS TO BE
INSTALLED OVER ALL
ROOF FLASHING
TO PREVENT LEAKS
TO INSIDE OF BUILDING
ON ROOF

WEST ELEVATION

FOUNDATION EXPOSED
SHOULD BE SEE 2" X 4"
TREATED PINE (PAINTED)

NORTH ELEVATION

WOODEN LATTICE SCREENING
ON ALL 2" X 4" SILL (PAINTED)

EXTERIOR ELEVATION DESIGN DETAILS WITH NOTATIONS

THIS DRAWING IS FOR THE EXCLUSIVE USE OF THE EAST OF LONDON HISTORICAL PRESERVATION COMMISSION
FOR THE PURPOSE OF APPROPRIATE DETERMINATION
MARCH 1, 2005

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