

ANN ARBOR HISTORIC DISTRICT COMMISSION APPLICATION

100 N. Fifth Avenue Ann Arbor, MI 48104 (734) 994-2797 Fax: (734) 994-2798

Date: _____ **HDC Fee? N Y \$ 50.00** (payable to "City of Ann Arbor")

Property Address: _____

Historic District: _____ Zoning District: _____

Building Use: Residential Single Family Multiple Family Rental
 Commercial Institutional (check all that apply.)

Owner Name: _____ Address: _____

Phone: _____ Fax: _____ e-mail: _____

Applicant Name: _____ Address: _____

Phone: _____ Fax: _____ e-mail: _____

Applicant's Role owner architect contractor other

(If Applicant is not the owner of the property, provide signature on page 2)

This item must be checked for your application to be considered complete:

Public Act 169, Michigan's Local Historic Districts Act, was amended in April 2004 to include the following language:

_____ *"...the applicant has certified in the application that the property where the work will be undertaken has, or will have before the proposed completion date, a fire alarm or smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531."*

1) Description of proposed changes (attach additional sheets as necessary):

2) Reason for proposed changes:

3) Attach any additional information that will further explain or clarify the proposal

4) Attach photographs of the existing property

Applicant's signature

Date:

STAFF USE ONLY: APP. NO. _____

STAFF COA _____ DATE _____
HDC NTP _____ DATE _____

HDC COA _____ DATE _____
HDC DENY _____ DATE _____

APPLICATION INSTRUCTIONS

1. Provide ONE set of scaled drawings, showing all dimensions, **and**, if greater than 11" by 17" pages, ONE reduced set of the drawings on 8.5" by 11" (preferred) or 11" by 17" paper, explaining the proposal. The reduced drawings must be legible, and a limit of one view (elevation, plan, section, etc.) per reduced page is strongly suggested; **and**, e-mail a PDF of the drawings to jasthacher@a2gov.org
2. The drawings **must** include exterior building elevations for all projects. Also include other applicable items such as building plans (showing exterior opening locations), building cross-sections, details, specifications and product information. Indicate the immediate area of work and how it relates to the entire building.
3. For new construction, include a complete site plan and a streetscape view, drawn to scale.
4. Submit one copy each of larger drawings, color prints, photos, brochures, etc., that provide information relevant to the application. Photographs or digital images with proposed changes drawn in may be helpful for clarity, but cannot substitute for drawings.
5. **If the proposed changes involve window replacement, complete the "window dimension" worksheet and attach to the application.** Provide specific manufacturer's names and specifications for materials, where appropriate (such as window and door replacements). In the case of replacement windows, it will also be helpful to bring a corner sample of the intended product to the Commission meeting.
6. Attach a detailed materials list including siding, windows, trim, masonry, etc. and the project narrative described on page 1 of this application.
7. The Commission will not consider an application complete that contains unclear or inadequate information. Review your application with staff in advance to be sure it is complete.

Application forms and all related materials must be received no later than the Monday two weeks prior (typically the fourth Monday of the month) to the Commission meeting (normally scheduled for the second Thursday in each month). Materials may be submitted by fax to (734) 994-2798; however, since fax materials will be used as originals, it is essential that they are clear. For complex projects such as additions, applicants are encouraged to seek the advice and expertise of an architect, draftsman, or contractor familiar with historic preservation.

This application does not constitute an application for a building permit. Once a determination of appropriateness is made, building permit applications must be submitted to Planning and Development Services. For additional building permit information, call 994-2674.

Authorization of Owner (if applicant is not the owner of the property)

I, _____, owner of the property located at

_____ authorize the submittal of this application to the Historic District Commission for a determination of appropriateness of the proposed modifications.

(signature)

(date)