

Ann Arbor Historic District Commission: Application Checklist for Additions

The following information is required for most applications for additions. Additional information may also be submitted by the applicant or required by staff or the commission. Staff will use this list at the pre-submission meeting or pre-submission application review. Applications must be complete on the due date for application submissions.

Site address: _____ Date: _____

All drawings must be drawn to scale on 8 ½" x 11" sheets.

- Photos that show
 - Existing elevations
 - Site conditions
 - Closeups of any architectural feature to be removed or impacted (windows, doors, trim, etc.)
 - _____
- Site or plot plan showing
 - Lot dimensions
 - Site features (house/garage/shed/driveway/deck/etc.) and dimensions
 - Existing footprint and proposed addition
 - Setbacks from property lines
 - _____
- Basic floor plans
 - Existing and proposed
 - Footprint dimensions
 - Include dimension of corner insets (inset should be at least 18in)
 - _____
- Elevation drawings
 - One per page
 - All affected elevations
 - Include existing and proposed
 - Height of existing and proposed work
 - Include differential between existing roof ridge and proposed, if applicable
 - _____
- Materials – may be shown on elevations or on a separate materials list
 - Existing
 - Proposed on addition (proposed should be slightly different from the historic in size or material to differentiate the old from the new)
 - _____
- Trim materials and dimensions
 - Existing
 - Proposed on addition (proposed should be slightly different from the historic in size or material to differentiate the old from the new)
 - _____
- Existing window type and dimensions for comparison with proposed on addition
 - _____
- Information on proposed windows. This may be shown on a window schedule or noted on elevations.
 - Material (typically wood or clad wood)
 - Style (double hung, slider, fixed, casement, etc.)

- Cut sheets and profiles
- _____
- Proposed door information:
 - Material (wood, clad wood, fiberglass, steel, etc.)
 - Dimensions
 - Photo or drawing showing design (window(s), panels, etc.) and storm doors, if applicable
 - _____
- Information on existing features that will be demolished for the addition:
 - Ages/materials of existing windows/doors/other to be removed/built over. Include photos.
 - _____
- Table showing existing footprint *and* floor area of all pre-1945 parts of structure and footprint and floor area with addition. Note that neither increase may exceed 50%.

Example:

Pre-1945 Footprint = 630 square feet
 New Footprint Area = 280 square feet
 Proposed Footprint = 910 square feet
 % increase of Footprint = 44% (new footprint area/pre-1945 footprint area)

Pre-1945 Floor Area = 1,180 square feet
 New Floor Area = 560 square feet
 Proposed Floor Area = 1,740 square feet
 % increase in Floor Area = 47.5% (new floor area/pre-1945 floor area)

To determine the age of existing additions, it may be helpful to consult [Sanborn Fire Insurance Maps](#) or research [building permit application archives](#) online.

- _____
- Mechanicals: If new or relocated mechanical equipment is located outdoors (AC units, mini-splits, radon units, etc.) or if wall or roof penetrations for vents (kitchen, bath, furnace, etc.) are necessary, please include them on the elevation drawings. If this information is unknown, each trade contractor may apply for a separate staff approval for the work they are doing as they pull permits.
- _____

Additional required information or comments:

- _____
- _____
- _____
- _____
- _____

For design assistance, please see the *Ann Arbor Historic District Design Guidelines* at www.a2gov.org/hdc.