



215 WEST MAIN STREET  
NORTHVILLE, MI 48167  
(248) 449-9902

Cashier Validation (Code 104)

## APPLICATION FOR HISTORIC DISTRICT COMMISSION

### PLEASE NOTE

Case # \_\_\_\_\_

- See **page 5** to determine if your project requires HDC review and approval
- See **pages 6-7** for the documents required to be submitted with your application
- See **page 4** for instructions, including submission deadlines and assembly instructions

Application submission deadlines are posted at the Building Department and on the City's website. Submission deadlines are firm. Late submissions are placed on the agenda for the following month.

Property Location: \_\_\_\_\_  
(Number) (Street)

Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (if different): \_\_\_\_\_

Owner Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

- ☐ Proof of ownership of property is attached (required). This consists of title insurance, or a purchase agreement.
- ☐ Property Owner Letter of Authorization attached. Required if the applicant is applying on behalf of the property owner. This letter is in addition to the proof of ownership requirement above.

### TYPE OF IMPROVEMENT AND PLAN REVIEW

- If you are seeking HDC conceptual review or discussion only, **DO NOT** submit this application. Submit the **Conceptual Review Application**.
- If your project requires moving or demolition of a structure, you must **ALSO** submit a separate **Moving/Demolition Application** with this Application.

- ☐ NEW CONSTRUCTION / ADDITIONS (including garages)
- ☐ PORCH RECONSTRUCTION AND OTHER REPAIRS
- ☐ DOOR & GARAGE DOOR REPLACEMENT
- ☐ PAINT COLOR CHANGE
- ☐ FENCE, PAVING, WALLS, LANDSCAPING
- ☐ SIGN INSTALLATION / REPLACEMENT
- ☐ BUILDING CLEANING
- ☐ ROOF REPLACEMENT
- ☐ SIDING REPLACEMENT
- ☐ WINDOW REPLACEMENT
- ☐ OTHER \_\_\_\_\_

#### VALUE OF CONSTRUCTION

\$ \_\_\_\_\_  
Required for all projects

Description of work proposed. **ATTACH SEPARATE SHEET IF NECESSARY**

---

---

---

Describe current use of property \_\_\_\_\_

---

Is a change of use proposed? ☐ Yes ☐ No If yes, describe \_\_\_\_\_

---

List the existing structures on the property and the approximate year built for each.

**Structure**

**Year Built**

_____	_____
_____	_____
_____	_____

Does your project/improvement require moving or demolition of any of the structures listed above? ☐ Yes\* ☐ No

**\*If YES, you must also submit the Historic District Demolition or Moving of a Historic Building application in conjunction with this application. See the application for submission requirements and fees. Failure to submit this application may defer your application to a future meeting.**

**HDC APPLICATION FEES** *Fees apply to applicants requesting HDC approval for all aspects of their project, including material changes. Fees do not apply to applicants when the HDC action referred the application back to the applicant.*

Application Fee – Painting or reroofing	No fee
Application Fee – All (except paint, re-reroof, and construction)	\$25
Application Fee – Change to a previous approval (includes material changes)	\$80
Construction Fee – less than \$2,000 value	\$80
Construction Fee – greater than \$2,000 value	\$80 + \$5 per every \$3,000 of construction value (Construction value of fee capped at \$500)
Sign Application	\$80 (apply for building Permit after receiving approval)

#### **APPLICATION CHECK LIST**

**Review pages 6-7 for the documents required for your project.** If the application and supporting documentation provided is deficient, your application may be deferred to the following month's meeting, pending submission of the required information.

**Assemble the following as 15 identical packets. See page 4 for assembly instructions.**

- ☐ HDC Application (pages 1-3). Unsigned applications are not accepted.
- ☐ Proof of ownership
- ☐ Property owner letter of authorization – if property owner is not the applicant
- ☐ Site plans, sketches, etc. if applicable – folded to the size of the application (see pages 6-7).
- ☐ Samples (see pages 6-7 for the samples required for your project)
- ☐ Other specific documents required for your project (see pages 6-7)

Also provide:

- ☐ A PDF file of the complete submission emailed to [msmith@ci.northville.mi.us](mailto:msmith@ci.northville.mi.us). Required when you submit your application. The PDF file must exactly match the paper submission. Email subject is “HDC App and project address.” **NO THUMB DRIVES OR FLASH DRIVES accepted.**
- ☐ Fee (Applications submitted without fees are not considered a timely submission and shall be deferred to a future meeting). **A timely filing is the fee and paper submission.**

**SIGNATURE AND CERTIFICATION – applicant and property owner must sign**

I certify that the property where work will be undertaken, as described in this application, has or will have before the proposed work is complete, a fire alarm system or smoke alarm complying with the requirements of the Stille-DeRossett-Hale single State Construction Code Act, 1972 PA 230 MCL 125.1531.

The applicant hereby expressly acknowledges and agrees that by signing this document, the applicant is fully responsible for any and all fees, costs, and/or expenses which are associated with this application whether approval of the application is granted or not. In the event that the City of Northville is required to take any type of action, legal or otherwise, to collect any amount due or owing by the applicant, then the applicant expressly agrees to pay for any and all costs and expenses, including attorney fees, incurred by the City of Northville in having to collect any such amount due or owing by the applicant.

**THE APPLICANT ALSO HEREBY EXPRESSLY ACKNOWLEDGES AND AGREES THAT BY SIGNING THIS DOCUMENT, THEY FULLY UNDERSTAND THAT DESIGNS APPROVED BY THE HISTORIC DISTRICT COMMISSION MUST BE IMPLEMENTED PER THE APPROVED PLANS. IF CHANGES NEED TO BE MADE TO THE APPROVED DESIGNS/PLANS AFTER APPROVAL HAS BEEN GRANTED, THE APPLICANT MUST RETURN TO THE HISTORIC DISTRICT COMMISSION FOR APPROVAL OF THE CHANGES.**

**Applicant signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Applicant full legal name (individual or company) \_\_\_\_\_

**Property Owner signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Property Owner full legal name (individual or company) \_\_\_\_\_

# INSTRUCTIONS FOR APPLYING TO THE HISTORIC DISTRICT COMMISSION

## **ASSEMBLING YOUR APPLICATION SUBMISSION**

**Use pages 5-7 to guide you in completing your application.** Incomplete applications are subject to denial due to insufficient documentation. If denied, the applicant will need to provide the required information and re-apply. Contact the Building Department at (248) 449-9902 with questions.

The **Historic District Design Standards** are available on the City's website [www.ci.northville.mi.us](http://www.ci.northville.mi.us) (Services, Building and Planning, Historic District Commission) or at the Building Department.

- Complete the Historic District Commission Application in its entirety. SIGN the application.
- Make 15 copies of the application (pages 1-3 only), and 15 copies of all backup documentation. Assemble into 15 identical packets as described on **page 2 Application Checklist and page 3 additional requirements**.
- Backup documentation must be folded to the same size as the application. Submissions in individual folders, binders, etc. are not accepted.
- **A PDF file emailed to [msmith@ci.northville.mi.us](mailto:msmith@ci.northville.mi.us) of the complete submission. Required when you submit your application. The PDF file must exactly match the paper submission. Email subject is "HDC App and project address." NO THUMBDRIVES OR FLASH DRIVES accepted.**
- **NOTE:** If your project requires moving or demolition of a structure, you must also submit the Demolition or Moving of Historic Building application. See that application for the submission requirements. Failure to submit this application by the submission deadline may result in your project review being deferred to a future HDC meeting.

## **MEETING DATES AND SUBMISSION DEADLINES**

- Generally, the HDC meets the third Wednesday of each month at 7:00 p.m. in the Council Chambers at City Hall. Meetings are open to the public. Meeting dates may be moved to accommodate holidays. Follow the meeting date schedule posted at City Hall and on the website [www.ci.northville.m.us](http://www.ci.northville.m.us) (Services, Building and Planning, Historic District Commission).
- **Applications are due by 4:00 p.m. on the submission deadline. Follow the meeting date and submission schedule posted at the Building Department and on the City's website [www.ci.northville.mi.us](http://www.ci.northville.mi.us)** (Services, Building and Planning, Historic District Commission). Posted submission deadlines are firm. Paper submissions received after the deadline are placed on the following month's meeting agenda.
- Meeting the submission deadline does not ensure the application will be heard at the next meeting. The City Planner reviews the application and determines if it is complete. Applicants will receive a review memo from the City Planner, describing any deficiencies and how those may be resolved. Deficient applications may be deferred to the next meeting, pending timely submission of required documentation.

## **APPEARING BEFORE THE HDC**

- The applicant or a representative must be present at the meeting to answer questions. If the applicant is not the owner of the property, a letter from the property owner must be submitted with the application stating they have permission to appear before the board regarding the property.
- Large samples of materials (i.e. shingles, siding, trim, presentation boards, etc.) can be brought to the meeting to help the commissioners in the decision making process.
- If the HDC approves your project, the approval is valid for one year. Permits must be obtained from the Building Department for any work that requires a permit.
- Designs/plans approved by the Historic District Commission must be implemented per the approved plans. Changes to approved designs/plans require returning to HDC for approval BEFORE implementing those changes.

## TYPE OF IMPROVEMENT AND WHAT REQUIRES HDC REVIEW

The Historic District Commission (HDC) does not regulate changes to the *interior* of a house, unless the interior change affects the exterior appearance.

The HDC is required to review all *exterior* changes, including those not visible from the street. The entire house, garage and yard contribute to the historic character of the district, and changes to these features are within the HDC's purview. The HDC is required to use "The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" when deciding whether work is appropriate in a historic district (page 8).

### WHAT REQUIRES REVIEW

This list is not all inclusive. If you do not see your project on this list, CONTACT THE BUILDING DEPARTMENT at 248-449-9902.

Apply to the Commission before	Go ahead with your project when
Changing paint colors	Painting in the same colors
Removing large trees, shrubbery, plantings	Trimming or pruning trees, shrubs, plantings
Installing new or replacement fencing	Repairing a few sections of fence with like materials and sizes
Installing new or replacement windows	Replacing panes of glass with matching glass
Reconstructing areas of masonry walls, chimneys, floors, porches, etc.	Tuck pointing small areas of mortar with matching mortar
Installing new storm and security doors, installing new storm windows	Installing or removing storms and screens for the season
Reconstructing all or part of a porch	Replacing small deteriorated areas with identical materials and sizes
Installing new doors, garage doors, security doors	Repairing existing doors with identical materials
Installing or replacing signage, including awnings	Putting out or removing cloth awnings on existing frames for the season
Cleaning the building	
Constructing a new building, structure, or addition	
Demolishing or moving a building, including garages, etc. <b>A Demolition/Moving Application must also be submitted with this application</b>	

## DOCUMENT REQUIREMENTS FOR YOUR SPECIFIC PROJECT

- These are minimum requirements. The HDC or staff reserves the right to request additional information as needed for your individual case.
- It is suggested that you seek advice from a licensed architect for assistance in addressing the technical requirements of your application, especially when it comes to the need for scaled and/or dimensioned drawings.
- The documents for your specific project must be assembled into 15 identical packets. You need 15 of the items listed for your project. See **page 4** for assembly instructions.
- A PDF file of the complete submission emailed to [dmassa@ci.northville.mi.us](mailto:dmassa@ci.northville.mi.us). NO flashdrives accepted.

### **NEW CONSTRUCTION / ADDITIONS (including garages)**

- Historic District Commission Application
- Recent photograph(s) of existing structure and property
- Scaled and/or dimensioned drawings printed to scale that include:
  - existing and proposed site plan showing all property lines, site area, easements, setbacks, changes and landscape features, including location of construction fencing if applicable
  - existing and proposed floor plans
  - existing and proposed elevations
  - existing and proposed sections and other details as needed
  - material samples and colors for roofing, siding, and trim
  - brochures showing materials and design for windows, doors, garage doors, exterior lighting, and fencing
  - project time frame including a start date, exterior completion date, landscaping completion date, and occupancy date
- New construction requires a streetscape view (to scale) with the proposed new project inserted
- A separate Demolition/Moving Application may be required if the new construction requires that a building be demolished or moved.

### **PORCH RECONSTRUCTION AND OTHER REPAIRS**

- Historic District Commission Application
- Recent photograph(s) of existing structure and property
- Description of existing materials and colors
- A description of which components will be retained or repaired
- A statement of why the components being replaced cannot be repaired
- A description of the proposed replacement materials and colors
- A set of scaled and/or dimensioned drawings printed to scale that include:
  - existing and proposed site plan showing all changes
  - existing and proposed floor plans
  - existing and proposed elevations
  - existing and proposed sections and other details as needed

### **DOOR & GARAGE DOOR REPLACEMENT**

- Historic District Commission Application
- Recent photograph(s) of existing structure with doors
- A detailed description of existing doors including materials, and a statement of why repair is not possible and replacement is necessary
- Brochures showing materials, design, and finish of proposed doors

### **PAINT COLOR CHANGE**

- Historic District Commission Application
- Recent photograph(s) of existing structure
- Samples of the proposed paint color (i.e., paint chips) and a list of locations where paint color will be applied along with photographs and/or diagrams showing locations

### **FENCE, PAVING, WALLS, LANDSCAPING INSTALLATION / REMOVAL**

- Historic District Commission Application
- Recent photograph(s) of existing structure and property
- A scaled and/or dimensioned site plan printed to scale showing:
  - the existing lot lines
  - the existing buildings
  - the location and dimension of existing and proposed sidewalks, driveways, fencing (including height), landscape materials, and other landscape features
  - the location of the adjacent properties
- Material and color samples from fencing, walls, paving
- Brochure(s) showing fencing and other manufactured landscape items proposed
- In cases of removal include a detailed justification of why item(s) need to be removed

### **SIGN INSTALLATION / REPLACEMENT**

- Historic District Commission Application
- Scaled and dimensioned drawings of signs
- In cases where signs will be attached to the building, include the entire building elevation
- Font, color and material samples
- In cases of replacement, a detailed description including the colors, materials and location(s) of existing signs and justification of why the signs need to be replaced

### **BUILDING CLEANING**

- Historic District Commission Application
- Recent photograph(s) of existing structure
- A detailed description of the cleaning method, including the names of chemicals and the pressure of any washes or application(s)
- Brochures for cleaning agents
- A description of the surface treatment after cleaning (i.e., material, color, brick / mortar repair)

### **ROOF REPLACEMENT**

- Historic District Commission Application
- Recent photograph(s) of existing structure
- Material samples (for asphalt shingles a 3"x3" piece is sufficient)
- A description of existing roofing material and color (provide a sample if possible)
- A detail description of proposed work, including related work such as gutters, soffit and fascia

### **SIDING REPLACEMENT**

- Historic District Commission Application
- Recent photograph(s) of existing structure
- A description of existing siding material and color (provide a sample if possible)
- A set of scaled and/or dimensioned elevations printed to scale
- Material samples
- A detail description of proposed work, including related work such as trim and details
- A brochure or other information giving the color, materials, and dimensions of the proposed replacement siding

### **WINDOW REPLACEMENT**

- Historic District Commission Application
- Recent photograph(s) of existing structure
- A description of existing window material and color (provide a sample if possible)
- A set of scaled and/or dimensioned elevations printed to scale
- Material samples
- A detail description of proposed work, including related work
- A brochure or other information giving the color, materials, and configuration of the proposed windows

## **SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION AND GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS**

1. A property shall be used for its historic purpose or be placed in a new use that required minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and where possible, materials. Replacement of a missing feature shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

### **FINANCIAL INCENTIVES**

A Federal Historic Tax Credit is offered to property owners in the Historic District. For more information, call 517-373-1630 or visit the Michigan State Housing Development Authority's website at: <http://www.michigan.gov/mshda>.