



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

STAMP RECEIVED DATE HERE

HISTORIC DISTRICT COMMISSION CONCEPTUAL REVIEW APPLICATION

- This is an optional procedure to assist you in the design process for your property.
- No review will be conducted by City staff. At the meeting, the HDC will discuss your project and offer guidance. No formal decision will be made; only comments offered. After receiving comments, you must formally apply to the HDC for project approval.
- See Page 2 for instructions for application submission instructions.

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 _____

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

REQUIRED DOCUMENTS – attach to application

- ☐ 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.
- ☐ Letter that describes the proposed architectural concept of this proposal, including proposed architectural changes, and proposed materials.
- ☐ Current photos of the structure(s) and property.

SUGGESTED DOCUMENTS – to be included with your submission

- ☐ Proposed site plan – to scale
- ☐ Proposed elevations – to scale
- ☐ Proposed floor plan – to scale
- ☐ Renderings or more illustrative drawings to communicate concept to the Historic District Commission

PREPARING YOUR SUBMISSION

- Assemble and submit 15 sets of the HDC Conceptual Application and all backup documentation, assembled into 15 identical packets. **For each packet**, the application goes on top and the backup documents are folded to the same size as the application and attached to the back. No binders, folders, etc.
- **A PDF file of the complete submission emailed to 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.**
- There is **no fee** to apply for conceptual review/discussion.
- File your packets at the Building Department no later than 4:00pm by the application deadline. Submission deadlines are posted at the Building Department and on the City’s website www.ci.northville.mi.us (Services, Building and Planning, Historic District Commission). The deadline is firm and late submissions are deferred to the following month’s meeting. A timely filing is the paper packet submission (not the PDF file).
- The HDC meets on the 3rd Wednesday of the month at 7:00pm at City Hall (unless otherwise noted). By the Saturday before the meeting, the agenda is posted at City Hall and on the website. The applicant or a representative should be present at the HDC meeting to answer questions. If a representative is not present, the application will be referred back to the applicant.

*I hereby certify that the owner of record authorizes the application submission and that the owner has authorized me to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction. 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. **This section must be completed and signed or application will not be accepted.***

PRINT name of applicant

Signature

Print the applicant’s full legal name (individual or company)

Provide the applicant’s complete address

Relationship to owner

Phone #