

City of Northville Historic District Commission
Demolition or Moving of Structures
Summary of the Review Process

The process used by the Northville Historic District Commission (HDC) to review applications for the demolition or moving of structures is different than consideration of other requests within the Historic District. This outline summarizes the process. This process is fully described in **The Guidelines for the Consideration of Applications for the Demolition or Moving of Structures Within the Northville Historic District** (Demolition Guidelines).

1. Using the **Application for Historic District Commission – Demolition or Moving of a Historic Building form**, follow the procedures outlined on the City’s website under “Procedures to Appear Before Boards/Commissions” to complete and submit an application to the City’s Building Department.
2. Each application is reviewed for completeness before the meeting, and the applicant will be contacted if additional information is required. Note that an application must be complete in order to be placed on that month’s agenda.
3. Once on the HDC’s agenda, the applicant or his/her designated agent needs to attend the meeting to represent the project. The Commissioner’s will follow this process to review the demolition/moving application:
 - a) At the meeting, the HDC will ask the applicant to present the proposal. The Commissioner’s will discuss the proposal, and ask the applicant questions.
 - b) The Commission will then determine if the application is complete. If they consider it so, they will vote to accept the application as complete. If they consider it incomplete, the application will be returned to the applicant for additional information, and follow-up at a future meeting.
 - c) If the application is accepted as complete, the Commission will then schedule a public hearing on a future meeting date. The HDC has the option to waive the public hearing if it deems that the structure proposed for demolition or moving is found to have no historical or architectural significance. Waiver of a public hearing requires a majority vote by the Commission.
 - d) If a public hearing is scheduled:
 - i. No more discussion regarding the application will occur at the first meeting.
 - ii. On the date of the public hearing, the HDC will receive and consider any public comments regarding the proposed demolition/moving. They will then hear the applicant regarding the proposal. The HDC will then discuss the proposal and, using

the criteria and standards outlined by the Demolition Guidelines, will render a decision.

- e) If a public hearing is waived, the HDC will consider the application at the first meeting using the criteria in the Demolition Guidelines, and render a decision.
- f) If the application is approved:
 - i. Without reservations, the approval for demolition/moving shall become effective immediately, and the Northville Building Department will be authorized to issue a permit once the Building Department's requirements are met.
 - ii. With reservations due to historical, architectural, or environmental significance, the approval for demolition or moving of the resource will not become effective for at least six (6) months after the decision is made. The time may then be used to relieve the hardship that has initiated the demolition/moving proposal, or may allow the owner to sell the building/resource, on its present site, to another owner who is willing to preserve it.
 - iii. The HDC may arrange to have the interior and exterior of a resource approved for demolition photographed for the City's records.
- g) If the application is denied:
 - i. The applicant and Building Department will be notified in writing. This letter will include the reasons for the denial.
 - ii. The applicant will also be informed of their right to appeal the decision to first, the State Historic Preservation Review Board, and if desired, second to the Circuit Court.