



I LIVE IN A

LOCAL HISTORIC DISTRICT.

WHAT DOES THAT MEAN FOR ME?

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Great question! Living within a local historic district means that your immediate neighborhood surroundings (sites, buildings, structures, or archaeological sites) are considered to be of **historic, cultural, or architectural significance**. It's important to note that owning property within a local historic district comes with many benefits but also requires a few obligations from you, the property owner.

BENEFITS & OBLIGATIONS

- Local districts give communities a voice in their future.
- Local districts protect the investments of owners and residents of historic properties.
- Properties within local historic districts appreciate at greater rates than the local market overall as well as faster than similar, non-designated neighborhoods.
- Historic districts are a vehicle for education. They are a tangible link to the past and a way to bring meaning to history and to people's lives.
- Protecting local historic districts can enhance business recruitment potential.
- The stewardship of your historic property and its surroundings.
- Any modifications you'd like to make to the exterior of your property (including windows, landscape, fences, demolition and new construction) is **required to be approved by the Historic District Commission (HDC prior to obtaining a building permit** to perform the work.

The obligations listed above are regulated and managed through the administration of a simple

BUILDING PERMIT APPLICATION REVIEW

Submit your completed Project Review Request Form (included as an insert in this packet) along with all of the required checklist items pertaining to the **exterior** work you'd like to complete to HDC Staff via email (HDC@detroitmi.gov) or in person at the City of Detroit Planning and Development Department located at the Coleman A. Young Municipal Center, 2 Woodward, Suite 808, Detroit, MI.

Depending on the scope of the work, HDC Staff may be able to approve the work and issue you a Certificate of Appropriateness (COA) within a few days. If it's not possible to get an approval at the Staff level, you'll be added to the next available meeting agenda to go before the HDC for review. The Commission is a board of seven volunteers residing in the city and appointed by the Mayor.

As soon as you've received the COA for your proposed work, proceed to the Buildings, Safety Engineering and Environmental Department to obtain your building permit to perform the work.

FIND OUT MORE AT www.detroitmi.gov/hdc

HOW DO I MAKE

EXTERIOR CHANGES

WITHIN A LOCAL HISTORIC DISTRICT?

1 CONFIRM YOU ARE LOCATED WITHIN A HISTORIC DISTRICT.

Go to www.detroitmi.gov/hdc to confirm your address is located within a local historic district. If so, any modifications you would like to make to the exterior of your property must go through a review process by the Historic District Commission (HDC) **prior** to obtaining a building permit to perform the work.

2 APPLY FOR PROJECT REVIEW BY HDC.

Submit details of the proposed scope of work to HDC Staff at HDC@detroitmi.gov. See application requirements (based on scope of work) below. Depending on the complexity of the proposed work, you may be required to appear before the Historic District Commission for their review.

3 IF APPROVED, OBTAIN BUILDING PERMIT.

Upon receiving a Certificate of Appropriateness (COA) for the proposed scope of work, you can then proceed to the Buildings, Safety Engineering and Environmental Department (BSEED) to obtain the building permit to perform the work.

APPLICATION REQUIREMENTS

NOTE: BSEED REQUIREMENTS NOT INCLUDED

WINDOW REPLACEMENT

(historic windows)

- Completed *Historic District Commission Project Review Request* (including all checklist items)
- Completed *Historic District Commission Application for the Replacement of Historic Windows* (all pages must be submitted) which includes a brochure or other information giving the color, materials, and configuration of the proposed replacement windows; two (2) written estimates from different companies of the cost to repair and paint the existing windows; detailed photographs showing the deterioration of the window interiors.

WINDOW REPLACEMENT

(non-historic windows)

- Completed *Historic District Commission Project Review Request* (including all checklist items)

ROOF REPLACEMENT

(non-historic roofing materials)

- Completed *Historic District Commission Project Review Request* (including all checklist items)
- Detailed scope of work including any related work such as dormers, gutters, soffit and fascia (formatted as bulleted list)

SIDING REPLACEMENT

- Completed *Historic District Commission Project Review Request* (including all checklist items)

ROOF REPLACEMENT

(historic roofing materials)

- Completed *Historic District Commission Project Review Request* (including all checklist items)
- Detailed scope of work including any related work such as dormers, gutters, soffit and fascia (formatted as bulleted list)
- Completed *Historic District Commission Application for Replacement of Historic Roofing* (both pages must be submitted) which includes: two (2) estimates of the cost to repair the existing roof, two (2) estimates of the cost to replace with the same material, two (2) estimates of the cost for asphalt shingle replacement.

PAINT

- Completed *Historic District Commission Project Review Request* (including all checklist items)
- Specifications of proposed paint colors
- Diagrams indicating location of proposed paint color

DEMOLITION (including partial demo)

- Completed *Historic District Commission Project Review Request* (including all checklist items)
- Structural assessment report of the property, completed according to the Commission's template by a licensed structural engineer or architect
- Detailed description of what will happen to the site once demo completed
- For partial demo, include elevation showing the building and surface treatments to newly exposed walls

SUBMIT ALL DOCUMENTATION TO hdc@detroitmi.gov

NEW CONSTRUCTION/ADDITIONS

(including garages)

- Completed *Historic District Commission Project Review Request* (including all checklist items)
- Drawings of proposed project including (1) Site plan showing all changes and landscape features, including location of construction fencing if applicable; (2) Floor plans; (3) Elevations; (4) Sections and other details as needed

DOOR & GARAGE DOOR REPLACEMENT

(including security doors)

- Completed *Historic District Commission Project Review Request* (including all checklist items)

SOLAR PANELS

- Completed *Historic District Commission Project Review Request* (including all checklist items)
- Detailed scope of work (formatted as bulleted list) including any and all other related work to be completed (ex: roof plan, site plan, elevation drawings, dimensions)

SIGN INSTALLATION/REPLACEMENT

- Completed *Historic District Commission Project Review Request* (including all checklist items)
- Dimensioned drawings (elevation and section) of signs
- Photo simulation of proposed sign

BUILDING CLEANING

- Completed *Historic District Commission Project Review Request* (including all checklist items)
- Narrative describing the project, including the cleaning method, names of chemicals, the pressure of any washes or applications, and a description of the surface treatment after cleaning
- Brochures/cut sheets for all proposed cleaning agents

FENCE INSTALLATION/REMOVAL

(including paving, walls, landscaping)

- Completed *Historic District Commission Project Review Request* (including all checklist items)
- Site plan drawing showing: (1) existing lot lines (2) existing buildings (3) location and dimension of proposed fence
- In cases of removal, include a statement as to why element(s) need to be removed.

PORCH (repair and/or reconstruction)

- Completed *Historic District Commission Project Review Request* (including all checklist items)
- Drawings of proposed project including plans, elevations, sections and details as needed

The Historic District Commission reviews and evaluates all proposed exterior changes using the

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will 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 elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will 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.

QUESTIONS? FIND OUT MORE AT www.detroitmi.gov/hdc

SUBMIT ALL DOCUMENTATION TO: hdc@detroitmi.gov

THIS IS A 3-PAGE FORM - ALL INFORMATION IS REQUIRED FOR PROJECT REVIEW

HISTORIC DISTRICT COMMISSION PROJECT REVIEW REQUEST

City of Detroit - Planning & Development Department
2 Woodward Avenue, Suite 808
Detroit, Michigan 48226

Date: _____

PROPERTY INFORMATION

ADDRESS: _____ AKA: _____

HISTORIC DISTRICT: _____

SCOPE OF WORK: Windows/Doors Roof/Gutters/Chimney Porch/Deck Landscape/Fence/Tree/Park General Rehab
(Check ALL that apply) New Construction Demolition Addition Other: _____

APPLICANT IDENTIFICATION

Property Owner/Homeowner Contractor Tenant or Business Occupant Architect/Engineer/Consultant

NAME: _____ COMPANY NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ MOBILE: _____ EMAIL: _____

PROJECT REVIEW REQUEST CHECKLIST

Please attach the following documentation to your request:

PLEASE KEEP FILE SIZE OF ENTIRE SUBMISSION UNDER 30MB

- Completed Building Permit Application** (highlighted portions only)
- ePLANS Permit Number** (only applicable if you've already applied for permits through ePLANS)
- Photographs** of ALL sides of existing building or site
- Detailed photographs** of location of proposed work (photographs to show existing condition(s), design, color, & material)
- Description of existing conditions** (including materials and design)
- Description of project** (if replacing any existing material(s), include an explanation as to why replacement--rather than repair--of existing and/or construction of new is required)
- Detailed scope of work** (formatted as bulleted list)
- Brochure/cut sheets** for proposed replacement material(s) and/or product(s), as applicable

NOTE:

Based on the scope of work, additional documentation may be required.

See www.detroitmi.gov/hdc for scope-specific requirements.

Upon receipt of this documentation, staff will review and inform you of the next steps toward obtaining your building permit from the Buildings, Safety Engineering and Environmental Department (BSEED) to perform the work.

SUBMIT COMPLETED REQUESTS TO HDC@DETROITMI.GOV

P2 - BUILDING PERMIT APPLICATION

Date: _____

PROPERTY INFORMATION

Address: _____ Floor: _____ Suite#: _____ Stories: _____

AKA: _____ Lot(s): _____ Subdivision: _____

Parcel ID#(s): _____ Total Acres: _____ Lot Width: _____ Lot Depth: _____

Current Legal Use of Property: _____ Proposed Use: _____

Are there any existing buildings or structures on this parcel? Yes No

PROJECT INFORMATION

Permit Type: New Alteration Addition Demolition Correct Violations

Foundation Only Change of Use Temporary Use Other: _____

Revision to Original Permit #: _____ (Original permit has been issued and is active)

Description of Work (Describe in detail proposed work and use of property, attach work list)

MBC use change No MBC use change

Included Improvements (Check all applicable; these trade areas require separate permit applications)

HVAC/Mechanical Electrical Plumbing Fire Sprinkler System Fire Alarm

Structure Type

New Building Existing Structure Tenant Space Garage/Accessory Building

Other: _____ Size of Structure to be Demolished (LxWxH) _____ cubic ft.

Construction involves changes to the floor plan? Yes No

(e.g. interior demolition or construction to new walls)

Use Group: _____ Type of Construction (per current MI Bldg Code Table 601) _____

Estimated Cost of Construction \$ _____ By Contractor \$ _____ By Department

Structure Use

Residential-Number of Units: _____ Office-Gross Floor Area _____ Industrial-Gross Floor Area _____

Commercial-Gross Floor Area: _____ Institutional-Gross Floor Area _____ Other-Gross Floor Area _____

Proposed No. of Employees: _____ List materials to be stored in the building: _____

PLOT PLAN SHALL BE submitted on separate sheets and shall show all easements and measurements (must be correct and in detail). SHOW ALL streets abutting lot, indicate front of lot, show all buildings, existing and proposed distances to lot lines. (Building Permit Application Continues on Next Page)

For Building Department Use Only

Intake By: _____ Date: _____ Fees Due: _____ DngBld? No

Permit Description: _____

Permit #:

Current Legal Land Use: _____ Proposed Use: _____

Permit#: _____ Date Permit Issued: _____ Permit Cost: \$ _____

Zoning District: _____ Zoning Grant(s): _____

Lots Combined? Yes No (attach zoning clearance)

Revised Cost (revised permit applications only) Old \$ _____ New \$ _____

Structural: _____ Date: _____ Notes: _____

Zoning: _____ Date: _____ Notes: _____

Other: _____ Date: _____ Notes: _____



IDENTIFICATION (All Fields Required)

Property Owner/Homeowner Property Owner/Homeowner is Permit Applicant

Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Mobile: _____

Driver's License #: _____ Email: _____

Contractor Contractor is Permit Applicant

Representative Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Mobile: _____ Email: _____

City of Detroit License #: _____

TENANT OR BUSINESS OCCUPANT Tenant is Permit Applicant

Name: _____ Phone: _____ Email: _____

ARCHITECT/ENGINEER/CONSULTANT Architect/Engineer/Consultant is Permit Applicant

Name: _____ State Registration#: _____ Expiration Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Mobile: _____ Email: _____

HOMEOWNER AFFIDAVIT (Only required for residential permits obtained by homeowner.)

I hereby certify that I am the legal owner and occupant of the subject property and the work described on this permit application shall be completed by me. I am familiar with the applicable codes and requirements of the City of Detroit and take full responsibility for all code compliance, fees and inspections related to the installation/work herein described. I shall neither hire nor sub-contract to any other person, firm or corporation any portion of the work covered by this building permit.

Print Name: _____ Signature: _____ Date: _____
(Homeowner)

Subscribed and sworn to before me this _____ day of _____ 20 ____ A.D. _____ County, Michigan

Signature: _____ My Commission Expires: _____
(Notary Public)

PERMIT APPLICANT SIGNATURE

I hereby certify that the information on this application is true and correct. I have reviewed all deed restrictions that may apply to this construction and am aware of my responsibility thereunder. I certify that the proposed work is authorized by the owner of the record and I have been authorized to make this application as the property owner(s) authorized agent. Further I agree to conform to all applicable laws and ordinances of jurisdiction. **I am aware that a permit will expire when no inspections are requested and conducted within 180 days of the date of issuance or the date of the previous inspection and that expired permits cannot be**

Print Name: _____ Signature: _____ Date: _____
(Permit Applicant)

Driver's License #: _____ Expiration: _____

Subscribed and sworn to before me this _____ day of _____ 20 ____ A.D. _____ County, Michigan

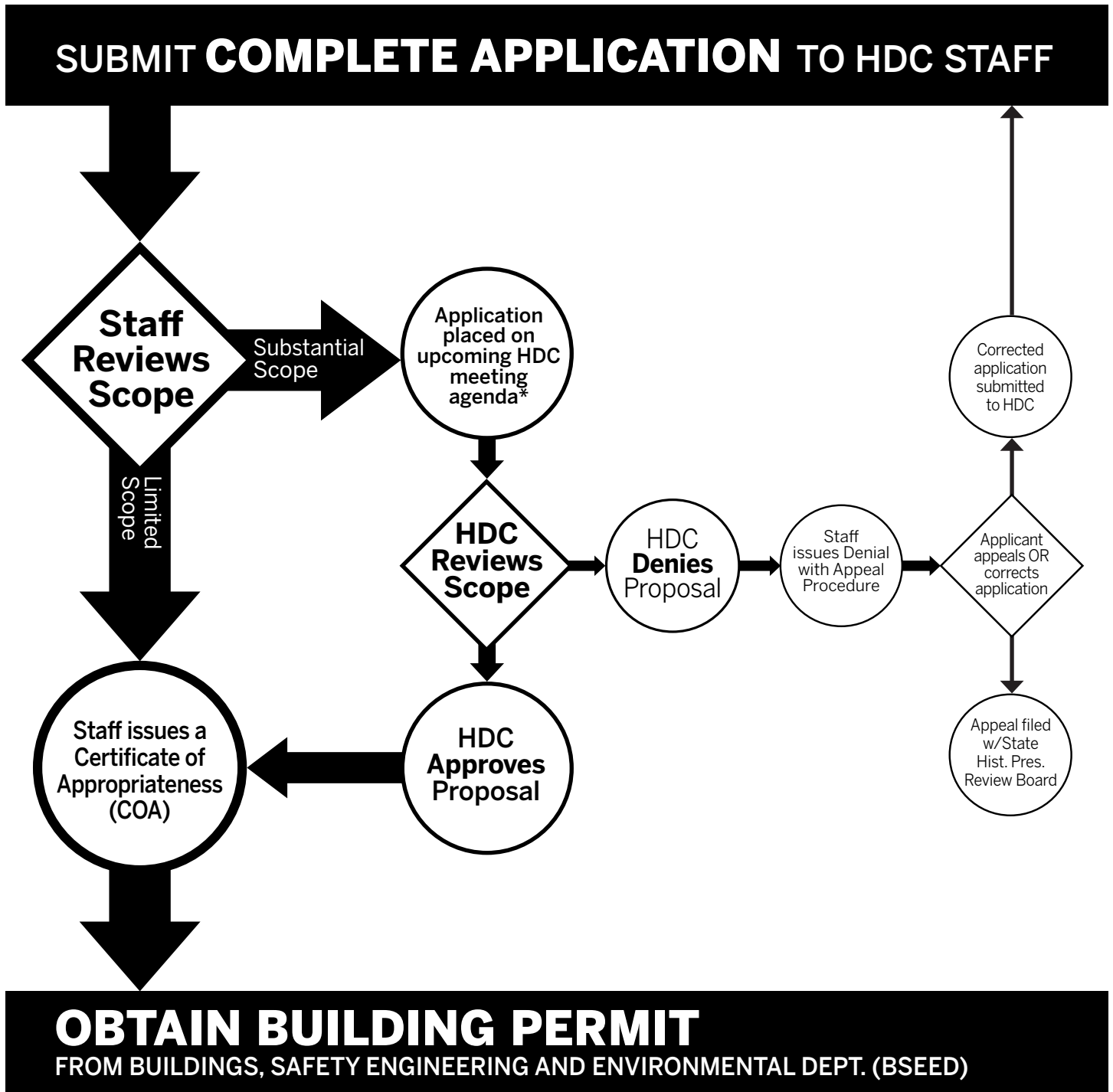
Signature: _____ My Commission Expires: _____
(Notary Public)

Section 23a of the state construction code act of 1972, 1972PA230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Visitors of Section 23a are subject to civil fines.

This application can also be completed online. Visit detroitmi.gov/bseed/elaps for more information.



HISTORIC DISTRICT COMMISSION REVIEW & PERMIT PROCESS



* THE COMMISSION MEETS REGULARLY AT LEAST ONCE PER MONTH, TYPICALLY ON THE SECOND WEDNESDAY OF THE MONTH. (SEE WEBSITE FOR MEETING SCHEDULE/AGENDAS)

FIND OUT MORE AT www.detroitmi.gov/hdc