



Department of Planning and Community Development
Kalamazoo Historic District Commission
 415 Stockbridge
 Kalamazoo, Michigan 49001
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APPLICATION FOR PROJECT REVIEW

COMPLETE Applications for review at the Historic District Commission meeting must be received by 5:00 pm on the second Tuesday of the month- the meeting is on the third Tuesday of the month.
 (PLEASE PRINT CLEARLY - See instructions on reverse side)

Property Address: _____ Historic District: _____
 Applicant: _____ Owner: _____
 Mailing Add. _____ Mailing add _____
 City State & Zip: _____ City, State Zip _____
 Phone: _____ Phone: _____
 Fax: _____ Fax: _____
 Email _____ Email _____

Application Checklist:
(Incomplete applications will be held until the next review meeting.)
 Drawings 11x17 or smaller.
 Measurements of existing building work location
 Measurements of addition/change
 Materials list
 Site plan including north arrow
 Other

Proposed Work: Use additional sheets to describe work if necessary

_____ This property has at least one working smoke detector for each dwelling unit.
 (Owner or applicant's initials) (Required) * see back

Applicant's Signature: _____ Date: ____/____/____
 Owner's Signature: _____ Date: ____/____/____
 (if different)

-For Historic Preservation Coordinator's Use Only-

Case Number: _____ Date Received*: ____/____/____
 Complete application ____/____/____

REFERRED TO:

COMMISSION
 Meeting Date: ____/____/____
 COMMENTS: _____

ADMINISTRATIVE
 Staff Review Date: ____/____/____
 COMMENTS _____

Approve in Concept Date: ____/____/____
 Letter mailed ____/____/____

COA issued ____/____/____

FINAL ACTION

Approve Site Visit Approve w/Conditions Deny Postpone Withdrawn
 ACTION DATE ____/____/____

Certificate of Appropriateness Issued ____/____/____
 Notice of Denial with appeals information ____/____/____
 Notice to Proceed ____/____/____ Comments _____

 Historic Preservation Coordinator Date

Historic District Commission - Application for Project Review

COMPLETE Applications for review at the Historic District Commission meeting must be received by 5:00 pm on the second Tuesday of the month- the meeting is on the third Tuesday of the month.

Filling out the application – instructions and tips – PLEASE PRINT.

Property address: street address of the property where the work will be done

Applicant: Owner or the owner's contractor.

Mailing Address: Applicant's address

City, State & Zip:

Phone: Specify home or work

FAX:

Email

Historic district: Stuart, South Street/Vine Area, Haymarket, West Main Hill or Rose Place

Owner: Legal owner of property

Mailing Address: Owner's address

City, State & Zip:

Phone: Specify home or work

FAX:

Email

Proposed Work: What work do you plan to do? Please be as specific as possible including a complete description of the part of the structure where work will be done.

(Remember: Always apply for and obtain your "Certificate of Appropriateness" BEFORE you purchase materials for your project.)

Example #1: Rather than "Replace window."

Say "Replace lower sash of the left window in the front of the house on the first floor with a wooden sash to match the original." Also state the reason you need to replace rather than repair the sash. ("Sash severely damaged by football.")

Example #2: Instead of "New storm door"

Say "Install new white aluminum storm door on back of house to fit original opening in width and height." And include a drawing or photo of the proposed door – perhaps from a sales flyer or an order sheet. Specify the measurements of the width and height of the original opening.

Example #3: Rather than: "Fence front yard."

Say "Fence front yard with 3' tall Gothic top wooden pickets. Two gates to be installed with the same materials, at the front and north side sidewalks. Fence attached to front house corners."

These are relatively simple examples. For more complex work, please include as many **continuation or illustration sheets** as you need to present a clear picture to the commission of your proposed work. **Measurements are very important.** Use the checklist to be sure you have supplied all the important information. Measurements, for example, do not need to be on a separate sheet, but may be part of the drawing. Drawings should be black or dark blue ink on white paper because your application and drawings will be photocopied for each commissioner to review. You need submit only one set of drawings; city staff will make the necessary copies. If you want to submit color copies to illustrate your work, please submit 8 sets (one for each commissioner and one for the coordinator's files.)

* [] This property has at least one working smoke detector for each dwelling unit. Please initial to verify at least one working smoke detector in each dwelling unit. This is REQUIRED by state law or the application will be considered incomplete.

PHOTOS: The historic preservation coordinator is responsible for taking photographs of the proposed work and the structure – sometimes on the day the coordinator meets with the applicant, but often in the days immediately before the meeting when the property is to be reviewed. If you wish to take additional photos, one set is usually adequate for the commissioners to examine. (*Hint: Photos are much easier to pass around in a photo album page.*)

Emergency repairs: If damage occurs to a structure in a historic district, which requires emergency repairs, steps may be taken to secure the structure without the approval of the commission or the coordinator. Cover damaged windows or holes in a roof with tarps or wood to prevent further damage. Support dangling or loose elements or remove and store them. Notify the Coordinator of the damage to the structure on the first weekday available after the damage occurs and the coordinator will visit the structure as well as arranging a site visit by commission members to approve repairs if necessary. **THIS WILL BE DONE AS QUICKLY AS POSSIBLE IN ORDER TO FACILITATE REPAIRS OF THE STRUCTURE IN A TIMELY MANNER.**

If you have questions about completing this application for project review, please call the Historic Preservation Coordinator at 337-8804 or by email at ferraros@kalamazocity.org