



APPLICATION for CERTIFICATE of APPROPRIATENESS - GENERAL

Kalamazoo Historic District Commission
Community Planning & Development Department
445 W. Michigan Avenue, Suite 101
Kalamazoo, MI 49007
Phone (269) 337-8804
Fax (269) 337-8513
cpd@kalamazoocity.org

See instructions on second page. Always apply for and obtain your Certificate of Appropriateness BEFORE purchasing materials for your project.

Property Address _____ Historic District _____

OWNER: Name _____
Address _____
City, State, Zip _____
Phone _____ Cell _____
Fax _____ Email _____

APPLICANT: Name _____
Address _____
City, State, Zip _____
Phone _____ Cell _____
Fax _____ Email _____

PROPOSED WORK: (Please be as specific as possible including a complete description of the part of the structure where work will be done. See examples on next page. Use additional sheets to describe work if necessary.)

CHECKLIST:

- Drawings 11 x 17 or smaller
- Existing building measurements
- Measurements of addition/change
- Materials list
- Site plan with north arrow
- Other _____

[____] Please initial to verify at least one working smoke detector in each dwelling unit. As required by state law, this item must be initialed for the application to be considered complete.

IMPORTANT:

A project is not ready for review by the HDC until the Checklist is complete. Submissions received by the Community Planning & Development Department by 5:00pm on the second Tuesday of the month will be considered the following Tuesday at the HDC's monthly meeting. Electronic submissions are preferred; hard copy submissions are acceptable.

Applicant's Signature _____ Date ____/____/____

Owner's Signature _____ Date ____/____/____

Staff use only:	Case number	_____	Application complete	____/____/____
Administrative	Staff review date	____/____/____	COA issued	____/____/____
HDC	Meeting Date	____/____/____	Approval in Concept	____/____/____
	Letter mailed	____/____/____		
Final HDC Action	Action date	____/____/____		

[] Approve [] Site Visit [] Approve with conditions [] Denial [] Postpone [] Withdrawn [] Notice to proceed



INFORMATION for CERTIFICATE of APPROPRIATENESS - GENERAL

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PROPOSED WORK – Examples

#1: Rather than “Replace window,” write “Replace lower sash of the first floor left window in the front of the house with a wooden sash to match the original.” Also state the reason you need to replace rather than repair the sash, such as “Sash severely damaged by football.”

#2: Instead of “New storm door,” write “Install new white aluminum storm door on back of house to fit original opening in width and height.” Also 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.

#3: Rather than “Fence front yard,” write “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 additional sheets as needed to present a clear picture of your proposed work.

CHECKLIST – Reminders

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 by staff for each HDC member to review. If you want to submit color copies to illustrate your work, please submit 8 sets (one for each Commissioner and one for the Department file.)

PHOTOS

Staff is responsible for taking photographs of the structure – sometimes during a meeting with 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.)

CONCERNING EMERGENCY REPAIRS

If damage occurs to a structure in a historic district and emergency repairs are required, steps may be taken to secure the structure without the approval of the HDC or staff. Damaged areas should be covered with tarps or wood to prevent further complication. Dangling or loose elements should be supported or removed and stored. Notify the Historic Preservation Coordinator of the damage to the structure on the first weekday following the damage. The Coordinator will visit the structure and arrange for a site visit by HDC members if necessary. This will be done as quickly as possible in order to facilitate the timely repair of the structure.