



APPLICATION for CERTIFICATE of APPROPRIATENESS - ROOF

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. You will also need a building permit.

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 the work will be done. Be sure to indicate whether or not the roofline will be changed. See examples on next page. Use additional sheets to describe work if necessary.)

CHECKLIST:

Will the roofline be changed (e.g. putting a slope on a flat roof rear addition)? **Yes** **No**
If yes, include drawings and measurements documenting the proposed new configuration. For more complex work, include as many continuation or illustration sheets as you need to present a clear picture of your proposed work.

Roof color _____ Manufacturer _____

Initial to verify that this property has at least one working smoke detector for 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 at 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Approve Site Visit Approve with conditions Denial Postpone Withdrawn Notice to proceed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 - ROOF

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

PROPOSED WORK – Requirements

1. Dark "D" type drip edge
2. Ridge vent colored to blend with roof
3. Single cut or open valleys (no woven shingle valleys)
4. New deck is to be installed to protect/accommodate crown moulding by installing decking to hang over 3/4" - 1" past existing or future crown moulding. **IMPORTANT NOTE:** In areas where crown moulding is missing, new deck installation shall allow for future re-installation of crown moulding.
5. Flashing shall be a color to complement the roof color and properly installed – bright metals are not acceptable
 - Flashing must be tucked behind clapboards or siding on porches, dormers and side roofs
 - Flashing must be tucked into mortar joints of chimneys.
6. Any unpainted wood must be painted within six months from the date of completion.

CHECKLIST – Reminders

Drawings should be no larger than 11" x 17" in black or dark blue ink on white paper because your application and drawings will be photocopied for each HDC member 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 HDC member and one for the Department file.)

PHOTOS

Staff is responsible for taking photographs of the proposed work, sometimes during a meeting with the applicant, but often in the days immediately before the meeting when the property is to be reviewed. If you wish to provide additional photos, one set is usually adequate for the HDC members 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 that requires emergency repairs, steps may be taken to secure the structure without the approval of the HDC or Cty staff. Damage should be covered with tarps or wood to prevent further damage. Dangling or loose elements should be supported or removed and stored. Notify the Community Planning & Development Department of the damage to the structure on the first weekday following the damage. City staff will visit the structure and will arrange 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.