



Community Planning and Economic Development
Historic District Commission
150 East Crosstown Parkway Suite B Kalamazoo,
MI 49001
Telephone: (269) 337-8804
Penal@kalamazoo.org

APPLICATION FOR PROJECT REVIEW – Administrative review

(PLEASE PRINT CLEARLY - See instructions on reverse side)

Property Address: _____

Historic District: ☐ South/Vine ☐ Stuart ☐ West Main Hill ☐ Rose Place ☐ Haymarket

Applicant: _____ Owner: _____

Mailing Add: _____ Mailing Add: _____

City State & Zip: _____ City, State Zip: _____

Phone: _____ Phone: _____

Email: _____@_____ Email: _____@_____

Contractor: _____

☐ Work to be done by owner

☐ Contractors name: _____

Proposed Work: (Use additional sheets to describe work if necessary)

Application Checklist:

- ☐ Drawings 11x17 or smaller with dimensions
- ☐ Materials list
- ☐ Site plan including north arrow
- ☐ Other

☐ \$35 - HDC review fee – charged with building permit

_____ 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 _____

Zoning _____ YEAR BUILT _____ Complete application _____

Owned since _____ Fee Paid \$35 _____

- ☐ This project will require a building permit with a \$35 administrative review fee.
- ☐ This project will not require a building permit, there is a \$35 administrative review fee
- ☐ Referred to the Historic District Commission for review at a monthly hearing - \$85 hearing fee.
Meeting date _____

ADMINISTRATIVE

Staff Review Date _____ ☐ Approve ☐ Site Visit ☐ Approve w/Conditions
COMMENTS

Certificate of Appropriateness Issued _____

Notice to Proceed _____

Referred to Historic District Commission for hearing* _____ \$85
fee Hearing date _____

Historic District Commission - APPLICATION FOR PROJECT REVIEW

Administrative review - *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

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

Email

Contractor – Name of contractor if this project requires a building permit or check ☐ work to be done by owner

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.

- Measurements are very important and may be part of the drawing
- Drawings should be black or dark blue ink on white paper
- Electronic submissions are encouraged.

A COMPLETE APPLICATION includes:

This application

Drawings as needed

Specifications of materials

Payment of a \$35 administrative review fee in addition to the building permit fee

Name of the contractor if this project requires a building permit Or indicate ☐ owner

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

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 (269) 337-8804 or by email at Penal@kalamazoo-city.org