



APPLICATION FOR PROJECT REVIEW – Historic District Commission Hearing

COMPLETE Applications for review at the Historic District Commission meeting including payment of the \$83 hearing fee must be received by 4:30 pm on the 2nd Tuesday of the month- the meeting is on the 3rd Tuesday of the month.

(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

Contractor _____

Proposed Work: Use additional sheets to describe work if necessary _____

See attached sheets _____

(_____) 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)

Application Checklist:
(Incomplete applications will be held until the next review hearing.)

Drawings 11x17 or smaller with dimensions

Materials list

Site plan including north arrow

Other _____

\$83 for HDC hearing & review fee – must be paid in advance to be placed on agenda – include WITH application

-For Historic Preservation Coordinator's Use Only-

Case Number: PPZ 16- _____ Date Received*: ___/___/___

Zoning _____ Year built _____ Complete application ___/___/___

Owned since ___/___/___

COMMISSION

Hearing fee paid \$83 ___/___/___

Meeting Date: ___/___/___

COMMENTS: _____

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

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Approve Site Visit Approve w/Conditions Deny Postpone Withdrawn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 _____

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

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

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

Applicant: Owner or the owner's contractor.

Owner: Legal owner of property

Mailing Address: Applicant's address

Mailing Address: Owner's address

City, State & Zip:

City, State & Zip:

Phone: Specify home or work

Phone: Specify home or work

Email

Email

Name of the contractor if this project requires a building permit Or indicate () work 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.

Example #1: Rather than "Build new garage"

Say "Build new two car garage near northeast corner of lot, wooden frame with clapboard siding, paneled metal overhead door, person door on the north side and one window at the rear. "

Example #2: Instead of "New front door"

Say "Install a new wooden front door to fit original opening in width and height, to replace the existing metal paneled door. See drawing/photo for appearance" Specify the measurements of the width and height of the original opening. Include a storm door if that is part of the project

For more complex projects, please include as many **continuation or illustration sheets** as you need to present a clear picture to the commission of your proposed work.

- Drawings – black or blue black ink on white paper. Electronic submissions are encouraged. Drawings should include dimensions of the existing part of the building and the proposed work.
- 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.)
- Use the checklist to be sure you have supplied all the important information.
- For new construction (exterior stairs, new garage, reconstructing a porch, etc) a site plan WITH a north arrow is required.

**(_____) 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. 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: (269) 337-8804 or by email at ferraros@kalamazoo.org