



## HISTORIC DISTRICT COMMISSION APPLICATION Request for Certificate of Appropriateness

All applications are due no later than Friday preceding the Historic District Commission meeting

CASE NUMBER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

HISTORIC DISTRICT IN WHICH PROPERTY IS LOCATED:

HERITAGE SQUARE     OLD SAGINAW CITY     MICHIGAN AVENUE     SINGLE ENTITY

APPLICANT / OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

ARCHITECT / ENGINEER / CONTRACTOR'S / NAME:  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

GENERAL DESCRIPTION OF PROJECT:

- NEW CONSTRUCTION
- EXTERIOR ALTERATIONS AND / OR REPAIRS
- MOVEMENT OR DEMOLITION OF A STRUCTURE
- SIGN INSTALLATION

### PROJECT DURATION

(You must enter dates per MI Act PA169)

START: \_\_\_\_\_

COMPLETE: \_\_\_\_\_

**Stille-DeRossett-Hale Single State Construction Code Act**

(This item **MUST BE INITIALED** for your application to be **PROCESSED**)

Public Act 169, Michigan's Local Historic Districts Act, was amended April 2004 to include the following language: "the applicant has certified in the application that the property where the work will be undertaken has, or will have before the proposed completion date, a fire alarm or smoke alarm complying with the requirements of the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230, MCL 125.1501 to 125.1531."

Please initial here: \_\_\_\_\_

APPLICANT'S / OWNER'S PRINTED NAME: \_\_\_\_\_

APPLICANT'S / OWNER'S SIGNATURE: \_\_\_\_\_

DATE\*: \_\_\_\_\_

*\* This application will not be considered complete unless all items in the application check list are included in the packet that is presented to the Historic District Commission. Should any item(s) not be present at the Historic District Commission meeting, this application for work will be postponed until the next regularly scheduled Historic District Commission meeting when the completed application will be considered.*

**Note:**

*The completed application should be returned to the City of Saginaw Inspections Department*

*Public Act 169, Michigan's Local Historic Districts Act, states a 60 day moratorium once an application is considered complete by the historic commission for review:*

*399.209 Sec. 9. (1) The commission shall file certificates of appropriateness, notices to proceed, and denials of applications for permits with the inspector of buildings or other delegated authority. A permit shall not be issued until the commission has acted as prescribed by this act. If a permit application is denied, the decision shall be binding on the inspector or other authority. A denial shall be accompanied with a written explanation by the commission of the reasons for denial and, if appropriate, a notice that an application may be resubmitted for commission review when suggested changes have been made. The denial shall also include notification of the applicant's rights of appeal to the state historic preservation review board and to the circuit court. The failure of the commission to act within 60 calendar days after the date a complete application is filed with the commission, unless an extension is agreed upon in writing by the applicant and the commission, shall be considered to constitute approval.*

# APPLICATION CHECK LIST

## Attachments and Check All That Apply:

- Photographs depicting the historic property and existing conditions
- Site Plan - one set of scaled drawings explaining the proposal, with dimensions shown, and depicting existing and proposed elevations and site plan. The drawings should also include cross-sections, details, and specifications, as needed to accurately determine the final outcome of the project. The drawings must be legible, and a limit of one view (elevation, plan, section, etc.) per page is recommended.
- Detailed materials list, specifications, and other pertinent product information (detailing roofing, siding, foundation, doors, windows, trim, masonry, etc.)
- Window Worksheet (if applicable) – for proposed changes involving window replacement or alteration.
- Drawings of proposed sign – include size, material, and location on property.
- Other information you wish to submit or as identified during review with staff.
- All information is presented on 8 1/2 x 11” paper

Staff signature: \_\_\_\_\_