



**City of Ann Arbor**  
**PLANNING & DEVELOPMENT SERVICES — PLANNING SERVICES**  
100 North Fifth Avenue | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647  
p. 734.794.6265 | f. 734.994.8312 | [planning@a2gov.org](mailto:planning@a2gov.org)

**ANN ARBOR HISTORIC DISTRICT COMMISSION**  
**APPLICATION INSTRUCTIONS**

NOTICE TO APPLICANTS: An application packet **must** be reviewed for completeness by Staff prior to submittal to the Historic District Commission (HDC). Please plan to submit your application **at least one week in advance** of the HDC application deadline (see table below) to allow time for application review and to obtain staff signature below. **Contact Jill Thacher (1-734-794-6000, x42608), Historic Preservation Coordinator to discuss your application and to schedule a meeting or determine if a simple staff approval is appropriate.** Bring any available materials, drawings, plans, etc. *Your application is not complete and will not be accepted by the HDC until the staff signature is obtained.*

**APPLICATION SUBMITTAL:**

1. **Obtain staff signature** for completeness.

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

**APPLICATION CHECK LIST**

**Application form**

- Sections 1 & 2: Complete and signed by applicant AND owner (if different)
- Sections 3, 4, and 5: all sections complete

**Attachments**

- Photographs depicting the historic property and existing conditions
- 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, door, windows, trim, masonry, etc.)
- Window Worksheet (if applicable) – for proposed changes involving window replacement or alteration.
- Other information you wish to submit or as identified during review with Staff.
- All information is presented on 8½” by 11” paper and in electronic format, preferably as a PDF file.

**2. Submittal and Filing Fee.**

Submit two complete packets of information **OR** one original packet and one electronic version of the original (CD with PDF file preferred) by one of the following methods:

- In person: City Hall
- By fax: 734-994-8312, Attn. Jill Thacher
- Via e-mail: [jthacher@a2gov.org](mailto:jthacher@a2gov.org)

The **application fee**, please see Historic District Commission fee schedule, payable to the City of Ann Arbor, must accompany the application if delivered in person, or may be charged over the telephone if application is faxed or submitted electronically. **“Piecemeal” applications in separate emails and faxes are NOT ACCEPTABLE!! All packets MUST BE COMPLETE.**

**3. For applications that require Administrative Staff Approval ONLY, the application fee is \$25.00**

**4. Deadline.** Completed and signed applications and fees submitted by the Applications Due date listed below will be placed on the agenda of the next HDC hearing/meeting.

**This application does not constitute an application for a building permit.** Once a certificate of appropriateness is issued by the HDC after its hearing, you may then apply for building and other pertinent trade permits. For additional building permit information, call the Building Department at 1-734-794-6267.

**ANN ARBOR HISTORIC DISTRICT COMMISSION  
JULY 2011 – JUNE 2012 MEETING SCHEDULE**

Meetings are held the second Thursday of every month at City Hall,  
301 E. Huron Street, Second Floor, Council Chambers at 7:00 p.m.

<b>APPLICATIONS DUE (By 12:00 Noon Fridays)</b>	<b>REVIEW COMMITTEE SITE VISIT</b>	<b>MEETING &amp; PUBLIC HEARING 7:00 p.m.</b>
<b>At City Hall, Planning Services 301 E Huron Street</b>	<b>Two Commissioners and Staff Visit the Application Site</b>	<b>Council Chambers Second Floor 301 E Huron Street*</b>
June 24, 2011	July 11, 2011 5:00 pm	July 14, 2011
July 22, 2011	August 8, 2011 5:00 pm	August 11, 2011
August 19, 2011	September 6, 2011 5:00 pm <i>[Tuesday]</i>	September 8, 2011
September 23, 2011	October 10, 2011 noon	October 13, 2011
October 21, 2011	November 7, 2011 noon	November 9, 2011* <i>[Wednesday]</i>
November 18, 2011	December 5, 2011 noon	December 8, 2011
December 22, 2011	January 9, 2012 noon	January 12, 2012
January 20, 2012	February 6, 2012 noon	February 9, 2012
February 17, 2012	March 5, 2012 noon	March 8, 2012
March 23, 2012	April 9, 2012 5:00 pm	April 12, 2012
April 20, 2012	May 7, 2012 5:00 pm	May 10, 2012
May 25, 2012	June 11, 2012 5:00 pm	June 14, 2012

\* Due to the Veteran's Day Holiday, the November meeting will be held on WEDNESDAY, November 9.



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**ANN ARBOR HISTORIC DISTRICT COMMISSION APPLICATION**

<b>Section 1: Property Being Reviewed and Ownership Information</b>
Address of Property: _____
Historic District: _____
Name of Property Owner <i>(If different than the applicant)</i> : _____
Address of Property Owner: _____
Daytime Phone and E-mail of Property Owner: _____
Signature of Property Owner: _____ Date: _____
<b>Section 2: Applicant Information</b>
Name of Applicant: _____
Address of Applicant: _____
Daytime Phone: (_____) _____ Fax: (_____) _____
E-mail: _____
Applicant's Relationship to Property: ___owner ___architect ___contractor ___other
Signature of applicant: _____ Date: _____
<b>Section 3: Building Use (check all that apply)</b>
___ Residential ___ Single Family ___ Multiple Family ___ Rental
___ Commercial ___ Institutional
<b>Section 4: Stille-DeRossett-Hale Single State Construction Code Act</b> (This item <b>MUST BE INITIALED</b> for your application to be <b>PROCESSED</b> )
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."
<b>Please initial here:</b> _____

**Section 5: Description of Proposed Changes (attach additional sheets as necessary)**

1. Provide a brief summary of proposed changes. \_\_\_\_\_

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2. Provide a description of existing conditions. \_\_\_\_\_

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3. What are the reasons for the proposed changes? \_\_\_\_\_

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4. Attach any additional information that will further explain or clarify the proposal, and indicate these attachments here.

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5. Attach photographs of the existing property, including at least one general photo and detailed photos of proposed work area.

**STAFF USE ONLY**

Date Submitted: \_\_\_\_\_ Application to \_\_\_\_\_ Staff or \_\_\_\_\_ HDC

Project No.: \_\_\_\_\_ **HDC** \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Pre-filing Staff Reviewer & Date: \_\_\_\_\_ Date of Public Hearing: \_\_\_\_\_

Application Filing Date: \_\_\_\_\_ Action: \_\_\_\_\_ HDC COA \_\_\_\_\_ HDC Denial

Staff signature: \_\_\_\_\_ \_\_\_\_\_ HDC NTP \_\_\_\_\_ Staff COA

Comments:



## City of Ann Arbor

### PLANNING & DEVELOPMENT SERVICES

*Mailing:* 100 North Fifth Avenue | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647

*Location:* 2000 South Industrial Highway | Ann Arbor, Michigan 48104-6120

p. 734.794.6263 | f. 734.994.8460

### PAYMENT COVER SHEET

NAME: \_\_\_\_\_

COMPANY/PROPERTY NAME: \_\_\_\_\_

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

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_