

# APPLICATION INSTRUCTIONS

## Ann Arbor Historic District Commission Application

**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) in person (6<sup>th</sup> floor of city hall), by fax (734-994-8312, attn. Jill Thacher), or e-mail (jthacher@a2gov.org). The **application fee**, shall be determined by the HDC Coordinator according to the fee schedule attached. Checks should be made 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. **The Building Department and Plan Review are now located at 2000 South Industrial Road.**

**HISTORIC DISTRICT COMMISSION  
SECOND FLOOR, CITY COUNCIL CHAMBERS  
7:00 P.M. EVERY SECOND THURSDAY OF THE MONTH\***

**2010 MEETING SCHEDULE - HISTORIC DISTRICT COMMISSION**

APPLICATIONS DUE (BY 12:00 p.m.)  At 100 N. Fifth Avenue, Sixth Floor, City Hall	REVIEW COMMITTEE  (12:00 noon or 5:00 p.m., depending on season)	MEETING & PUBLIC HEARING  7:00 p.m. 100 North Fifth Avenue Second Floor, Council Chambers
December 16 2009	January 11	January 14
January 19 2010	February 08	February 11
February 16	March 08	March 11
March 16	April 05	April 08
April 13	May 10	May 13
May 18	June 07	June 10
June 15	July 06*	July 08
July 13	August 09	August 12
August 17	September 07**	September 09
September 17	October 11	October 14
October 19	November 08	November 10***
November 15	December 06	December 09

\*Due to the Fourth of July Holiday, the July review committee meeting will be on TUESDAY

\*\*Due to the Labor Day Holiday, the September review committee meeting will be on TUESDAY

\*\*\*Due to the Veteran's Day Holiday, the November meeting will be on WEDNESDAY, November 10<sup>th</sup>



## ANN ARBOR HISTORIC DISTRICT COMMISSION APPLICATION

100 N. Fifth Avenue, Ann Arbor, MI 48104 (734) 794-6000, x42608 Fax: (734) 994-8312  
Historic Preservation Coordinator Email: [jthacher@a2gov.org](mailto:jthacher@a2gov.org); [www.a2gov.org](http://www.a2gov.org)

### Section 1: Property Being Reviewed and Ownership Information

Address of Property: \_\_\_\_\_

Historic District: \_\_\_\_\_

Name of Property Owner (*If different than the applicant*):  
\_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Daytime Phone and E-mail of Property Owner: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ date: \_\_\_\_\_

### Section 2: Applicant Information

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Applicant's Relationship to Property: \_\_\_ owner; \_\_\_ architect; \_\_\_ contactor; \_\_\_ other

Signature of applicant: \_\_\_\_\_ date: \_\_\_\_\_

### Section 3: Building Use (check all that apply)

\_\_\_ Residential \_\_\_ Single Family \_\_\_ Multiple Family \_\_\_ Rental

\_\_\_ Commercial \_\_\_ Institutional

### Section 4: 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: \_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:

**FY 2010  
Historic District Application Fee Schedule**

	Previous Fee FY 2009	Fees Approved May 2009 FY 2010	Fee Adjustment Approved July 2009 FY 2010	Proposed Fee Adjustment September 2009 FY 2010
<b>Staff Review Fees</b>	\$ -	\$ 40.00	\$ 40.00	
1 Staff review of exterior work including building plans				\$ 25.00
2 Revision to existing approval (staff has the authority to require a new HDC application)				\$ 25.00
3 Conditional approvals, to be reviewed by staff				\$ 25.00
<b>HDC Application Fees</b>	\$ 50.00	\$ 500.00	\$ 40.00	
4 Demolition of a contributing structure				\$ 750.00
5 Demolition of a noncontributing structure				\$ 100.00
6 Relocation of a contributing structure				\$ 750.00
7 Relocation of a noncontributing structure				\$ 250.00
8 New Structure: Principal				\$ 750.00
9 New Structure: Accessory				\$ 100.00
10 Residential Additions: Taller than single story				\$ 500.00
11 Residential Additions: Single story				\$ 250.00
12 Commercial Additions (including residential buildings with three or more dwelling units)				\$ 650.00
13 New Commercial Storefront				\$ 575.00
14 All other work requiring HDC review				\$ 100.00