



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

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

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
2011 MEETING SCHEDULE**

Meetings are held the second Thursday of every month at City Hall, 100 North Fifth Avenue, Second Floor, Council Chambers at 7:00 p.m.

APPLICATIONS DUE (By 12:00 Noon Fridays) At City Hall, Planning Services 100 N. Fifth Avenue	REVIEW COMMITTEE SITE VISIT Two Commissioners and Staff Visit the Application Site	MEETING & PUBLIC HEARING 7:00 p.m. Council Chambers Second Floor 100 N. Fifth Avenue**
December 22, 2010 <i>[Wednesday]</i>	January 10, noon	January 13
January 21	February 7, noon	February 10
February 18	March 7, noon	March 10
March 25	April 11, 5:00 pm	April 14
April 22	May 9, 5:00 pm	May 12
May 20	June 6, 5:00 pm	June 9
June 24	July 11, 5:00 pm	July 14
July 22	August 8, 5:00 pm	August 11
August 19	September 6, 5:00 pm <i>[Tuesday]</i>	September 8
September 23	October 10, 5:00 pm	October 13
October 21	November 7, noon	November 9* <i>[Wednesday]</i>
November 18	December 5, noon	December 8

* 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

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 ___ contractor ___ 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:
