

APPLICATION INSTRUCTIONS

1. Provide ONE set of scaled drawings, showing all dimensions, **and**, if greater than 11" by 17" pages, ONE reduced set of the drawings on 8.5" by 11" (preferred) or 11" by 17" paper, explaining the proposal. The reduced drawings must be legible, and a limit of one view (elevation, plan, section, etc.) per reduced page is strongly suggested.
2. The drawings **must** include exterior building elevations for all projects. Also include other applicable items such as building plans (showing exterior opening locations), building cross-sections, details, specifications and product information. Indicate the immediate area of work and how it relates to the entire building.
3. For new construction, include a complete site plan and a streetscape view, drawn to scale.
4. Submit one copy each of larger drawings, color prints, photos, brochures, etc., that provide information relevant to the application. Photographs or digital images with proposed changes drawn in may be helpful for clarity, but cannot substitute for drawings.
5. **If the proposed changes involve window replacement, complete the "window dimension" worksheet and attach to the application.** Provide specific manufacturer's names and specifications for materials, where appropriate (such as window and door replacements). In the case of replacement windows, it will also be helpful to bring a corner sample of the intended product to the Commission meeting.
6. Attach a detailed materials list including siding, windows, trim, masonry, etc. and the project narrative described on page 1 of this application.
7. The Commission will not consider an application complete that contains unclear or inadequate information. Review your application with Commission staff in advance to be sure it is complete.

Application forms and all related materials must be received no later than the Monday two weeks prior (typically the fourth Monday of the month) to the Commission meeting (normally scheduled for the second Thursday in each month). Materials may be submitted by fax to (734) 994-2798; however, since fax materials will be used as originals, it is essential that they are clear. For complex projects such as additions, applicants are encouraged to seek the advice and expertise of an architect, draftsman, or contractor familiar with historic preservation.

This application does not constitute an application for a building permit. Once a determination of appropriateness is made, building permit applications must be submitted to Planning and Development Services. For additional building permit information, call 994-2674.

Authorization of Owner (if applicant is not the owner of the property)

I, _____, owner of the property located at

_____ authorize the submittal of this application to the Historic District Commission for a determination of appropriateness of the proposed modifications.

(signature)

(date)