



# HISTORIC DISTRICT COMMISSION

## PLANNING AND DEVELOPMENT SERVICES

City Hall: 301 E. Huron St. Ann Arbor, MI 48104-6120  
 Mailing: P.O. Box 8647, Ann Arbor, MI 48107-8647  
 Phone: 734.794.6265 ext. 42608  
 Fax: 734.994.8460

[ithacher@a2gov.org](mailto:ithacher@a2gov.org)

OFFICE USE ONLY	
Permit Number	HDC# _____
	BLDG# _____
DATE STAMP	

### APPLICATION MUST BE FILLED OUT COMPLETELY

#### PROPERTY LOCATION/OWNER INFORMATION

NAME OF PROPERTY OWNER		HISTORIC DISTRICT	
PROPERTY ADDRESS			CITY <b>ANN ARBOR</b>
ZIPCODE	DAYTIME PHONE NUMBER (      )	EMAIL ADDRESS	
PROPERTY OWNER'S ADDRESS (IF DIFFERENT FROM ABOVE)		CITY	STATE, ZIP

#### PROPERTY OWNER'S SIGNATURE

<b>SIGN HERE</b> →	<b>PRINT NAME</b> →	<b>DATE</b> →
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#### APPLICANT INFORMATION

NAME OF APPLICANT <i>(IF DIFFERENT FROM ABOVE)</i>			
ADDRESS OF APPLICANT			CITY
STATE	ZIPCODE	PHONE / CELL # (      )	FAX No (      )
EMAIL ADDRESS			

#### APPLICANT'S SIGNATURE *(if different from Property Owner)*

<b>SIGN HERE</b> →	<b>PRINT NAME</b> → X	<b>DATE</b> →
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#### BUILDING USE – CHECK ALL THAT APPLY

<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> DUPLEX	<input type="checkbox"/> RENTAL	<input type="checkbox"/> MULTIPLE FAMILY	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> INSTITUTIONAL
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#### PROPOSED WORK

Describe in detail each proposed exterior alteration, improvement and/or repair (use additional paper, if necessary).

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#### DESCRIBE CONDITIONS THAT JUSTIFY THE PROPOSED CHANGES:

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For Further Assistance With Required Attachments, please visit [www.a2gov.org/hdc](http://www.a2gov.org/hdc)



# HISTORIC DISTRICT COMMISSION APPLICATION

## FEE CHART

DESCRIPTION	
STAFF REVIEW FEES	FEE
Application for Staff Approval	\$35.00
Work started without approvals	Additional \$50.00
HISTORIC DISTRICT COMMISSION FEES	
All other proposed work not listed below	\$100.00
Work started without approvals	Additional \$250.00
RESIDENTIAL – Single and 2-story Structure	
Addition: single story	\$300.00
Addition: taller than single story	\$550.00
New Structure - Accessory	\$100.00
New Structure – Principal	\$850.00
Replacement of single and 2-family window(s)	\$100 + \$25/window
COMMERCIAL – includes multi-family (3 or more unit) structures	
Additions	\$700.00
Replacement of multi-family and commercial window (s)	\$100 + \$50/window
Replacement of commercial storefront	\$250.00
DEMOLITION and RELOCATION	
Demolition of a contributing structure	\$1000.0
Demolition of a non-contributing structure	\$250.00
Relocation of a contributing structure	\$750.00
Relocation of a non-contributing structure	\$250.00

### FOR COMMISSION REVIEWS:

- Application withdrawals made before public notice is published will qualify for a 50% refund of the application fee.
- Application withdrawals made after public notice is sent but before the public hearing will qualify for a 25% refund of the application fee.

## INSTRUCTIONS FOR SUBMITTING APPLICATIONS

All HDC applications must be signed by the property owner and the applicant, if different, with the exception of staff approvals, which may be signed by only the applicant.

All completed HDC applications and their attachments may be submitted to Planning and Development Services by mail, in person (paper or digital), faxed, or via email to [building@a2gov.org](mailto:building@a2gov.org).

We accept CASH, CHECK, and all major credit cards. Checks should be made payable to “City of Ann Arbor”

HDC applications that are incomplete or not submitted with the required documentation or payment will not be processed or approved.

## APPLICATION EXPIRATION

HDC applications expire three (3) years after the date of approval.

## OFFICE USE ONLY

Date of Hearing:		
Action	<input type="checkbox"/> HDC COA	<input type="checkbox"/> HDC Denial
	<input type="checkbox"/> HDC NTP	<input type="checkbox"/> Staff COA
Staff Signature		
Comments		
Fee:	\$ _____	
Payment Type	<input type="checkbox"/> Check: # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	



**City of Ann Arbor**  
**PLANNING & DEVELOPMENT SERVICES**

*Mailing:* 301 East Huron Street | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647

*Location:* Larcom City Hall First Floor 301 East Huron Street | 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:** \_\_\_\_\_