



215 WEST MAIN STREET  
NORTHVILLE, MI 48167  
(248) 449-9902

**APPLICATION FOR  
HISTORIC DISTRICT COMMISSION**

Cashier Validation (Code 104)

Case # \_\_\_\_\_

The instructions for this application may be found on Pages 5–8. Please review the instructions before completing this application to determine if the type of improvement requires Historic District Commission approval.

Complete this application and return it with your written estimates and documentation to the City of Northville Historic District Commission, Building Department, 215 W. Main St., Northville, MI 48167 by the submission deadline (found on website or at the Building Department). Late submissions will be placed on the agenda for the following month. **Please note that your application will not be processed until all the required information has been received.**

Refer to **Procedures to Appear Before the Historic District Commission** (page 4) and **Instructions for Applying to the Historic District Commission** (pages 5 - 8) for documentation and submission requirements. **Application Fees** are found on page 2. *Applications submitted without fees are not considered a timely submission, and shall be deferred to a future meeting.*

**Property Location:** \_\_\_\_\_  
(Number) (Street)

**Applicant:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip)

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Property Owner (if different):** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip)

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Type of Improvement and Plan Review:** (See page 2 for information on Demolition/Moving – including partial demos of house, garage, etc. A separate application is required if your improvement includes any demo, including partial demo.)

- NEW CONSTRUCTION / ADDITIONS (including garages)
- PORCH RECONSTRUCTION AND OTHER REPAIRS
- DOOR & GARAGE DOOR REPLACEMENT
- PAINT COLOR CHANGE
- FENCE, PAVING, WALLS, LANDSCAPING
- SIGN INSTALLATION / REPLACEMENT
- BUILDING CLEANING
- ROOF REPLACEMENT
- SIDING REPLACEMENT
- WINDOW REPLACEMENT
- DISCUSSION
- OTHER \_\_\_\_\_

<b>VALUE OF CONSTRUCTION</b>
\$ _____
<b>Required for all projects</b>

**YOU MUST COMPLETE, SIGN AND INCLUDE PAGE 3 AS PART OF YOUR APPLICATION SUBMISSION.**

**PARTIAL OR COMPLETE DEMOLITION OR MOVING OF A BUILDING OR STRUCTURE**

The HDC has a separate Demolition/Moving Application for demolition or moving of a building or structure (including partial demolition of a house, garage, etc.). If the project ONLY involves the demolition (including any partial demolition) or moving of a building or structure, then ONLY a completed Demolition/Moving Application should be submitted. The application may be found on the City’s website. (<http://www.ci.northville.mi.us/ReferenceDesk/Forms/HDCDemolition-MovingApplication.pdf>)

If the project also includes other changes to the building, such as new windows or paint for example, the general HDC Application, with the required information, needs to be submitted as well. **Contact the Building Department if you are not sure what to submit.**

**PLEASE NOTE**

- **Please use the attached criteria checklist and fee schedule as a guide to completing your application.** Incomplete applications are subject to denial due to insufficient documentation. Applicants will need to provide the required information and re-apply. If you have any questions or concerns, you may contact the Building Department at (248) 449-9902.
- Permits must be obtained from the Building Department for any work that requires a permit after Historic District Commission approval.
- **Designs approved by the Historic District Commission must be implemented per the approved plans. If changes need to be made to the approved designs/plans after approval has been granted, the applicant must return to the Historic District Commission for approval of the changes.**
- The **Historic District Design Standards** are available for download at <http://www.ci.northville.mi.us/Community/HistoricDistrict/HistoricDistrictDesignStandards.htm> or review and/or purchase at City Hall. Please feel free to call (248) 349-1300 for this information.
- New Construction, Additions, and applications without the minimum requirements may be placed at the end of the agenda.

**HISTORIC DISTRICT COMMISSION APPLICATION FEES**

Application Fee – Painting	No fee
Application Fee – Re-Roofing	No fee
Application Fee – All (expect paint & re-roof)	\$ 25
Construction Fee – less than \$2,000 value	\$ 75
Construction Fee – greater than \$2,000 value	\$ 75 + \$5 per every \$3,000 of construction value
Sign Application/Permit Fee*	\$100 (*Bond for sign is required when applying for sign permit)

- Historic District Commission meetings are held on the third Wednesday of the month at 7:00 p.m. in the City Council Chambers. If there is a change in date or time, it will be posted in City Hall or on the City’s website at [www.ci.northville.mi.us](http://www.ci.northville.mi.us).
- The applicant or a representative must be present at the meeting to answer any questions the commissioners may have. If the applicant is not the owner of the property, a letter from the property owner must be submitted with the application stating they have permission to appear before the board regarding the property. Large samples of materials (i.e. shingles, siding, trim, presentation boards, etc.) can be brought to the meeting to help the commissioners in the decision making process.

**COMPLETE, SIGN, AND DATE PAGE 3 TO COMPLETE THE APPLICATION FORM.**

**At a minimum, pages 1 and 3 must be submitted along with any additional documentation requirements** (see pages 5-7)

**SIGNATURE AND CERTIFICATION**

Certification of Fire Safety: By signing below, I certify that the property where work will be undertaken as described in this application has or will have before the proposed work is complete a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRossett-Hale single State Construction Code Act, 1972 PA 230 MCL 125.1531.

The applicant hereby expressly acknowledges and agrees that by signing this document, the applicant is fully responsible for any and all fees, costs, and/or expenses which are associated with this application whether approval of the application is granted or not. In the event that the City of Northville is required to take any type of action, legal or otherwise, to collect any amount due or owing by the applicant, then the applicant expressly agrees to pay for any and all costs and expenses, including attorney fees, incurred by the City of Northville in having to collect any such amount due or owing by the applicant.

**THE APPLICANT ALSO HEREBY EXPRESSLY ACKNOWLEDGES AND AGREES THAT BY SIGNING THIS DOCUMENT, THEY FULLY UNDERSTAND THAT DESIGNS APPROVED BY THE HISTORIC DISTRICT COMMISSION MUST BE IMPLEMENTED PER THE APPROVED PLANS. IF CHANGES NEED TO BE MADE TO THE APPROVED DESIGNS/PLANS AFTER APPROVAL HAS BEEN GRANTED, THE APPLICANT MUST RETURN TO THE HISTORIC DISTRICT COMMISSION FOR APPROVAL OF THE CHANGES.**

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant full legal name (individual or company) \_\_\_\_\_

Applicant mailing address \_\_\_\_\_

Applicant telephone \_\_\_\_\_

**HISTORIC DISTRICT COMMISSION - Staff Use Only**

**Date received** \_\_\_\_\_ **Date Action Taken** \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Complete              | <input type="checkbox"/> Certificate of Appropriateness |
| <input type="checkbox"/> Incomplete            | <input type="checkbox"/> Notice to Proceed              |
| <input type="checkbox"/> Approved As Submitted | <input type="checkbox"/> Denial                         |
| <input type="checkbox"/> Approved With Notes   |   |

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**Chairperson Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **PROCEDURES TO APPEAR BEFORE THE HISTORIC DISTRICT COMMISSION**

- The deadline to submit applications and documentation is no later than 4:00 p.m. on the 16<sup>th</sup> day prior to the next scheduled Historic District Commission meeting date. If this date falls on a Saturday or Sunday, applications need to be submitted on the Friday prior to the due date. Late applications will be placed on the agenda for the following month.
- Complete the Historic District Commission application according to the instructions and attach any backup documentation (i.e. prints of drawings, pictures, paint chips, plot plans, etc.). Applicable fees are noted on page 2. **NOTE: A separate application is required for proposed demolition / moving of a building or structure (including a partial demolition).**
- Make 15 copies of the application (at minimum pages 1 and 3 must be signed and included) and backup documentation to submit to the Building Department. These must be assembled in 15 identical packets with the application on top. When supplying color samples it is best to have the color sample available on all 15 copies. Backup documentation must be folded to the same size as the application for distribution. **Submissions in individual folders, binders, etc. will not be accepted.**
- If applicant is seeking approval for the demolition or moving of a building or structure, they need to complete and submit a separate application called *Application for Historic District Commission – Demolition or Moving of a Historic Building* and provide 15 identical packets as described above. The link for this separate application is found at: (<http://www.ci.northville.mi.us/ReferenceDesk/Forms/HDCDemolition-MovingApplication.pdf>)
- Applicants seeking approval for the demolition or moving of a building or structure also need to obtain a copy of the Historic District Demolition guidelines. Copies of the Historic District Demolition Guidelines are available for viewing at City Hall and online as a PDF document at (<http://www.ci.northville.mi.us/Services/Building/DemolitionGuidelines.pdf>).
- All applicable fees must be submitted with the application (fees are noted on page 2 of this application).

## INSTRUCTIONS FOR APPLYING TO THE HISTORIC DISTRICT COMMISSION

The Northville Historic District Commission is made up of seven City of Northville residents, six are appointed by the Mayor, who acts as chairperson (or a Council Liaison). Applications are due by 4:00 p.m., 16 days before each meeting. If this date falls on a Saturday or Sunday, plans need to be submitted on the Friday prior to the due date. Late applications will be placed on the agenda for the following month. The Commission meets the third Wednesday of each month at 7:00 p.m. in the Council Chambers at City Hall. Meetings are open to the public; a call to City Hall can confirm the meeting date and time.

The purpose of Historic Preservation in the City of Northville is to:

1. Safeguard the heritage of the city by preserving areas in the city which reflect elements of its cultural, social, spiritual, economic, political, engineering or architectural history;
2. Stabilize and improve property values in such areas;
3. Foster civic beauty and community pride; and
4. Strengthen the local economy; and promote the use of historic districts for the education, pleasure and welfare of the citizens of the city, the state and the United States of America.

The Commission does not regulate changes to the *interior* of a house, unless the interior change affects the exterior experience. The Commission is required to review all *exterior* changes, including those not visible from the street. The entire house, garage and yard contribute to the historic character of the district. The Commission is required to use "The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" when deciding whether work is appropriate in a historic district.

### WHAT REQUIRES REVIEW

This list is not all inclusive. If you do not see your project on this list, CONTACT THE BUILDING DEPARTMENT!

Apply to the Commission before:	Go ahead with your project when:
Changing paint colors	Painting in the same colors
Removing large trees, shrubbery, plantings	Trimming or pruning trees, shrubs, plantings
Installing new or replacement fencing	Repairing a few sections of fence with like materials and sizes
Installing new or replacement windows	Replacing panes of glass with matching glass
Reconstructing areas of masonry walls, chimneys, floors, porches, etc.	Tuck pointing small areas of mortar with matching mortar
Installing new storm and security doors, installing new storm windows	Installing or removing storms and screens for the season
Reconstructing all or part of a porch	Replacing small deteriorated areas with identical materials and sizes
Installing new doors, garage doors, security doors	Repairing existing doors with identical materials
Installing or replacing signage, including awnings	Putting out or removing cloth awnings on existing frames for the season
Cleaning the building	
Constructing a new building, structure, or addition	
Demolishing or moving all or part of a building, including garages <b>(a separate Demolition/Moving Application must be submitted)</b> <a href="http://www.ci.northville.mi.us/ReferenceDesk/Forms/HDCDemolition-MovingApplication.pdf">http://www.ci.northville.mi.us/ReferenceDesk/Forms/HDCDemolition-MovingApplication.pdf</a>	

## **APPLICATION REQUIREMENTS**

Each application requires submittal of fifteen (15) identical packets of documentation and applicable fees. **Fees MUST be submitted with the application.** Drawing size (24" x 36") or 11"x 17" paper, printed to scale, is requested when scaled and/or dimensioned drawings are required. Application must be on top with backup documentation attached to the back of each application and folded to the same size as the application.

**THESE ARE THE MINIMUM REQUIREMENTS. THE COMMISSION AND ITS STAFF RESERVES THE RIGHT TO ASK FOR ADDITIONAL INFORMATION AS AN INDIVIDUAL CASE REQUIRES.**

In certain instances/cases it is suggested that you seek advice from a licensed architect for assistance in addressing the technical requirements of your application, especially when it comes to the need for scaled and/or dimensioned drawings.

### **NEW CONSTRUCTION / ADDITIONS (including garages)\***

- A completed Historic District Commission Application;
- Recent photograph(s) of existing structure and property;
- A set of scaled and/or dimensioned drawings printed to scale that include:
  - existing and proposed site plan showing all property lines, site area, easements, setbacks, changes and landscape features, including location of construction fencing if applicable;
  - existing and proposed floor plans;
  - existing and proposed elevations;
  - existing and proposed sections and other details as needed;
  - material samples and colors for roofing, siding, and trim;
  - brochures showing materials and design for windows, doors, garage doors, exterior lighting, and fencing;
  - the time frame for the project including a start date, exterior completion date, landscaping completion date, and occupancy date.
- New construction requires a streetscape view (to scale) with the proposed new project inserted.
- A Demolition/Moving Application may be required if the new construction requires that all or part of the building be demolished. See Page 2.

### **PORCH RECONSTRUCTION AND OTHER REPAIRS**

- A completed Historic District Commission Application;
- Recent photograph(s) of existing structure and property;
- Description of existing materials and colors;
- A description of which components will be retained or repaired;
- A statement of why the components being replaced cannot be repaired;
- A description of the proposed replacement materials and colors;
- A set of scaled and/or dimensioned drawings printed to scale that include:
  - existing and proposed site plan showing all changes;
  - existing and proposed floor plans;
  - existing and proposed elevations;
  - existing and proposed sections and other details as needed.

### **DOOR & GARAGE DOOR REPLACEMENT**

- A completed Historic District Commission Application;
- Recent photograph(s) of existing structure with doors;
- A detailed description of existing doors including materials, and a statement of why repair is not possible and replacement is necessary;
- Brochures showing materials, design, and finish of proposed doors.

### **PAINT COLOR CHANGE**

- A completed Historic District Commission Application;
- Recent photograph(s) of existing structure;
- Samples of the proposed paint color (i.e., paint chips) and a list of locations where paint color will be applied along with photographs and/or diagrams showing locations.

### **FENCE, PAVING, WALLS, LANDSCAPING INSTALLATION / REMOVAL**

- A completed Historic District Commission Application;
- Recent photograph(s) of existing structure and property;
- A scaled and/or dimensioned site plan printed to scale showing:
  - the existing lot lines;
  - the existing buildings;
  - the location and dimension of existing and proposed sidewalks, driveways, fencing (including height), landscape materials, and other landscape features;
  - the location of the adjacent properties;
- Material and color samples from fencing, walls, paving;
- Brochure(s) showing fencing and other manufactured landscape items proposed;
- In cases of removal include a detailed justification of why item(s) need to be removed.

### **SIGN INSTALLATION / REPLACEMENT**

- A completed Historic District Commission Application;
- Scaled and dimensioned drawings of signs;
- In cases where signs will be attached to the building, include the entire building elevation;
- Font, color and material samples;
- In cases of replacement, a detailed description including the colors, materials and location(s) of existing signs and justification of why the signs need to be replaced.

### **BUILDING CLEANING**

- A completed Historic District Commission Application;
- Recent photograph(s) of existing structure;
- A detailed description of the cleaning method, including the names of chemicals and the pressure of any washes or application(s);
- Brochures for cleaning agents;
- A description of the surface treatment after cleaning (i.e., material, color, brick / mortar repair).

### **ROOF REPLACEMENT**

- A completed Historic District Commission Application;
- Recent photograph(s) of existing structure;
- Material samples (for asphalt shingles a 3"x3" piece is sufficient);
- A description of existing roofing material and color (provide a sample if possible);
- A detail description of proposed work, including related work such as gutters, soffit and fascia.

### **SIDING REPLACEMENT**

- A completed Historic District Commission Application;
- Recent photograph(s) of existing structure;
- A description of existing siding material and color (provide a sample if possible);
- A set of scaled and/or dimensioned elevations printed to scale;
- Material samples;
- A detail description of proposed work, including related work such as trim and details;
- A brochure or other information giving the color, materials, and dimensions of the proposed replacement siding.

### **WINDOW REPLACEMENT**

- A completed Historic District Commission Application;
- Recent photograph(s) of existing structure;
- A description of existing window material and color (provide a sample if possible);
- A set of scaled and/or dimensioned elevations printed to scale;
- Material samples;
- A detail description of proposed work, including related work;
- A brochure or other information giving the color, materials, and configuration of the proposed windows.

**"THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION  
AND GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS"**

1. A property shall be used for its historic purpose or be placed in a new use that required minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and where possible, materials. Replacement of a missing feature shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**FINANCIAL INCENTIVES**

A Federal Historic Tax Credit is offered to property owners in the Historic District. For more information, call 517-373-1630 or visit the Michigan State Housing Development Authority's website at: <http://www.michigan.gov/mshda> OR ([http://www.michigan.gov/mshda/0,4641,7-141-54317\\_18873-54165--,00.html](http://www.michigan.gov/mshda/0,4641,7-141-54317_18873-54165--,00.html)).

Note that the State Historic Tax Credit is no longer available. For more information, call 517-373-1630 or visit the Michigan State Housing Development Authority's website at: <http://www.michigan.gov/mshda>. Information may be found in the Historic Preservation section of this site.