





## **INSTRUCTIONS FOR THE APPLICATION FOR 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 10 days before each meeting. If this date falls on a 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 the 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!**

<b>Apply to the Commission before:</b>	<b>Go ahead with your project when:</b>
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 thirteen (13) identical packets of documentation and applicable fees. **Fees MUST be submitted with the application.** Blueprint size or 11"x 17" paper 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 that include:
  - existing and proposed site plan showing all property lines, 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.

### **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 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 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 REPLACEMENTS

- 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;
- 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;
- 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.

**APPLICANTS MUST COMPLETE THIS SECTION FOR APPLICATION TO BE ACCEPTED**

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Signature of applicant

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Please print the applicant's full legal name (individual or company)

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Please provide the applicant's address and telephone number

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.

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**HISTORIC DISTRICT COMMISSION APPLICATION FEES**

Work Permit Application Fee - Painting	No Fee
Work Permit Application Fee - Re-Roofing	No Fee
Work Permit Application Fee - All, except painting & re-roofing	20
Construction Fee, less than \$2,000 value	No Fee
Construction Fee, greater than \$2,000 value (\$5 per \$3,000)	See Left
Sign Application and permit fee-sign located in historic district	100
Bond for sign is required when applying for permit.	

# Procedures to Appear Before the Historic District Commission

Complete the Historic District Commission application according to the instructions and attach any backup documentation (i.e. blueprints, pictures, paint chips, plot plans etc.). Applicable fees are noted on the last page of the application. **NOTE: A separate application is required for proposed demolition / moving of a building or structure.**

Make 13 copies of the application and backup documentation to submit to the building department. These must be assembled in 13 identical packets with the application on top. When supplying color samples it is best to have the color sample available on all 13 copies. Backup documentation must be folded to the same size as the application for distribution.

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 13 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>).

The deadline to submit applications and documentation is no later than 4:00 p.m. on the 10<sup>th</sup> day prior to the next scheduled Historic District Commission meeting date. 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.

**All applicable fees MUST be submitted with the application.** A fee schedule is attached to the application or can be found on our website at [www.ci.northville.mi.us](http://www.ci.northville.mi.us).

Historic District Commission meetings are held the 3<sup>rd</sup> 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 7 days prior to the meeting date.

The applicant or a representative should 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.