



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

Cashier Validation 104

## APPLICATION FOR HISTORIC DISTRICT COMMISSION DEMOLITION OR MOVING OF A HISTORIC BUILDING

Demolition/Moving Case # \_\_\_\_\_

Associated HDC Case # \_\_\_\_\_

### PLEASE NOTE:

- See page 3 for instructions, including submission deadlines and assembly instructions
- See page 4 for General Requirements applicable to all applications
- See pages 5-6 for specific Application Grounds upon which you are basing your application, and required supporting documents
- If the proposed work includes other changes to the exterior of a resource, then an *Application for Historic District Commission* must be submitted in conjunction with this application. Refer to *Application for Historic District Commission* for more information.

### FEE SCHEDULE:

\$75 Demolition and Moving Building Application Fee

\$275 Public Hearing Fee

(In addition to the application fee. Fee required if the HDC requires a public hearing. Fee must be paid before public hearing is noticed. Non-payment shall result in public hearing being deferred to a later meeting date.)

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: \_\_\_\_\_

☐ Proof of ownership of property is attached (required). This consists of title insurance, or a purchase agreement.

☐ Property Owner Letter of Authorization attached. Required if the applicant is applying on behalf of the property owner. This letter is in addition to the proof of ownership requirement above.

**PROPOSED ACTION REQUESTED (Check ALL that apply)**

- ☐ Total Demolition (The entire building/structure is to be demolished)
- ☐ Relocate the building/structure to another location within the Historic District  
☐ Relocate on same parcel    ☐ Relocate to different parcel in the Historic District
- ☐ Relocate the building/structure outside of the Historic District
- ☐ Other \_\_\_\_\_

**GROUND UPON WHICH THE APPLICATION IS BASED    See pages 5-6 for explanation**

- ☐ Resource constitutes a hazard to the safety of the public or the occupants
- ☐ Resource is a deterrent to a major improvement program
- ☐ Retaining the resource will cause undue financial hardship to the owner
- ☐ Retaining the resource is not in the interest of the majority of the community

**APPLICATION CHECK LIST**

Review **pages 4-6** for the documents required for your project. If the application and supporting documentation provided is deficient, your application may be deferred to the following month's meeting, pending submission of the required information.

**Assemble the following as 15 identical packets. See page 3 for assembly instructions.**

- ☐ Demolition/Moving of Structure Application (pages 1-2). Unsigned applications are not accepted. Proof of ownership OR Property owner letter of authorization – if property owner is not the applicant Other specific documents required for this application (see pages 4-6)
- ☐ One PDF file of the complete submission that exactly matches the paper submission (emailed to msmith@ci.northville.mi.us) - **no thumb drives or flash drives accepted.**
- ☐ Fee (Applications submitted without fees are not considered a timely submission and shall be deferred to a future meeting). A timely submission is the fee and paper submission.

**SIGNATURE AND CERTIFICATION – both the applicant and property owner must sign**

**Building Official Notification:** By signing below, I understand and acknowledge that if during the construction process, new conditions or circumstances arise that will require changes to the plans approved by the Historic District Commission, I and/or my designated representative (builder, architect, etc.) will notify the City of Northville Building Official **BEFORE PROCEEDING WITH CONSTRUCTION OF DESIRED CHANGES.**

**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.

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

**Property Owner signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# INSTRUCTIONS FOR APPLYING TO THE HISTORIC DISTRICT COMMISSION

## **ASSEMBLING YOUR APPLICATION SUBMISSION**

Use pages 5-6 to guide you in completing your application. Incomplete applications are subject to denial due to insufficient documentation. If denied, the applicant will need to provide the required information and re-apply. Contact the Building Department at (248) 449-9902 with questions.

The *Guidelines for the Consideration of Applications for the Demolition or Moving of Structures Within the Northville Historic District* are available on the City's website [www.ci.northville.mi.us](http://www.ci.northville.mi.us) (Services, Building and Planning, Historic District Commission) or at the Building Department.

- Complete the Demolition/Moving of Structure Application in its entirety. SIGN the application.
- Make 15 copies of the application (pages 1-2 only), and 15 copies of all backup documentation. Assemble into 15 identical packets as described on **page 2** Application Checklist.
- Backup documentation must be folded to the same size as the application. Submissions in individual folders, binders, etc. are not accepted.
- **A PDF file of the complete submission emailed to [msmith@ci.northville.mi.us](mailto:msmith@ci.northville.mi.us). PDF file must exactly match the paper submission. NO THUMB DRIVES OR FLASH DRIVES accepted.**
- **NOTE:** If the proposed work includes other changes to the exterior of a resource, then an *Application for Historic District Commission* must be submitted in conjunction with this application. Refer to the Historic District Application for more information.

## **MEETING DATES AND SUBMISSION DEADLINES**

- Generally, the HDC 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. Meeting dates may be moved to accommodate holidays. Follow the meeting date schedule posted at City Hall and on the website [www.ci.northville.mi.us](http://www.ci.northville.mi.us) (Services, Building and Planning, Historic District Commission).
- **Applications are due by 4:00 p.m. on the submission deadline. Follow the meeting date and submission schedule posted at the Building Department and on the City's website [www.ci.northville.mi.us](http://www.ci.northville.mi.us)** (Services, Building and Planning, Historic District Commission). Posted submission deadlines are firm. Applications received after the deadline are placed on the following month's meeting agenda. A timely submission is the fee and paper submission.
- Meeting the submission deadline does not ensure the application will be heard at the next meeting. The City Planner reviews the application and determines if it is complete. Applicants will receive a review memo from the City Planner, describing any deficiencies and how those may be resolved. Deficient applications may be deferred to the next meeting, pending timely submission of required documentation.

## **APPEARING BEFORE THE HDC**

- The applicant or a representative must be present at the meeting to answer questions. 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.
- If the HDC approves your project, demolition must be substantially complete within 6 months. Permits must be obtained from the Building Department for any work that requires a permit.
- Designs/plans approved by the Historic District Commission must be implemented per the approved plans. Changes to approved designs/plans require returning to HDC for approval BEFORE implementing those changes.

## REQUIRED DOCUMENTATION FOR DEMOLITION/MOVING OF BUILDING APPLICATIONS

The Northville Historic District Commission's (HDC) legal responsibility is to protect historic resources within the Historic District. For proposed demolition or moving (relocation) of resources, the HDC is guided by its *Guidelines for the Consideration of Applications for the Demolition or Moving of Structures Within the Northville Historic District* ("Guidelines").

This outlines the application requirements, review process, and the standards used by the HDC to evaluate proposals. **Applicants are encouraged to read the Guidelines, available on Northville's website [www.ci.northville.mi.us](http://www.ci.northville.mi.us)** (Services, Building and Planning, Historic District Commission).

**NOTE: These are the minimum requirements. The HDC and its staff reserve the right to ask for additional information as an individual case requires.**

### **GENERAL REQUIREMENTS**

**All applications shall include the following information.**

Additional information (listed in the following sections) is required for each specific "grounds" upon which your application is based.

- Architectural and historical data on the structure, as available:
  - Date of construction of the resource
  - Architectural style of the resource
  - Historic photographs of the resource
  - Name of original owner / builder / developer
  - Building timeline (i.e., dates and location of additions, demolition and changes)
  - Detailed description of building materials that are original to the resource
  - Historic information regarding the resource (i.e., notable residents, highly recognized landmark, important site, etc.)
- A completed HDC Application for Demolition or Relocation of a Historic Building.
- Written narrative description of proposed process to accomplish the work.
- Specific grounds upon which the application for demolition or moving permit is based. (See pages 5-6 of the Application Instructions for a description of the "grounds.")
- Information sufficient to justify the grounds upon which you have chosen to base the application.
- Written evidence that alternatives to demolition or moving/relocation have been evaluated (including but not limited to rehabilitation; adaptive reuse; or, if Undue Financial Hardship is the Application Grounds, sale of the property) and provide both architectural and financial data to support a conclusion the demolition or moving/relocation is the only feasible option.
- Written evidence of any advice sought by the applicant from a professional(s) experienced in historic preservation work.
- It is the applicant's burden to show that the application complies with the ordinance. If the applicant does not meet the burden, the application shall be denied.

**In addition to the General Requirements, see pages 5-6 for the specific documents required to support the **Application Grounds**.**

## **APPLICATION GROUNDS**

### **APPLICATION BASED UPON SAFETY HAZARD**

*Grounds: The resource constitutes a hazard to the safety of the public or the occupants.*

Applicant to provide the following:

- Certified written report by a structural engineer who is approved by the Historic District Commission for this project, and who is included on the City's list of authorized structural engineers. The structural engineer's report will include their assessment of the structural soundness of the building and its adaptability for rehabilitation. Any dangerous conditions should be identified. The Historic District Commission, at its sole discretion, may waive the requirement for a structural engineer's report. Waivers shall be considered only for structures or buildings that are small, or of simple construction, or are historically insignificant, or that possess other defining characteristics that assist the Commissioners in evaluating its adaptability for rehabilitation without an engineer's report. The applicant shall place in escrow with the City of Northville an amount determined by the City Council to cover the expenses of the structural engineer's report. The escrow will be used by the City to pay the structural engineer for their services to develop the report. Any funds not used for this purpose will be returned to the applicant.
- Detailed written description of existing conditions.
- Detailed written description of proposed changes.
- Site plan, drawn and printed to scale, showing the location of the resource proposed to be demolished in relationship to other structures on the property, and to the property lines.
- Site plan, drawn and printed to scale, and any other information which accurately describes the proposed use and appearance of the site after demolition or relocation/moving of the resource.
- Feasibility of alternative uses for the property that would allow retention of the structure.
- Floor plans drawn and printed to scale with dimensions.
- Photographs of the property showing all elevations, close-ups of details, and relationship to adjacent and surrounding structures.

### **APPLICATION BASED UPON THE RESOURCE BEING A DETERRENT TO A MAJOR IMPROVEMENT PROGRAM**

*Grounds: The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing and environmental clearances.*

Applicant to provide the following:

- Written description of the nature of the proposed improvement and how it will benefit the broader community.
- Site plan, drawn and printed to scale, showing the site after the proposed work, including existing and new construction.
- Building schematic plans and elevations sufficient to illustrate the size, mass, materials and appearance of the proposed new construction in relation to remaining historic elements on the applicant's property and surrounding sites.
- Evidence of required planning and zoning approval for proposed work, financing and environmental clearances.
- Floor plans drawn and printed to scale with dimensions.
- Photographs of the property showing all elevations, close-ups of details, and relationship to adjacent and surrounding structures.

## **APPLICATION BASED ON UNDUE FINANCIAL HARDSHIP**

*Grounds: Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God or other event beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.*

Applicant to provide, in written form, information sufficient to establish financial hardship, which shall include the following:

- Form of ownership of the property, including names and addresses of the owners. If owner is an organization, governmental entity or corporation, include name and telephone number of contact person.
- Amount paid for the property, date of purchase, party from whom property was purchased, and any relationship between parties.
- Remaining balance on any mortgage or other financing secured by the property.
- If property is income-producing, (1) annual gross income for the previous three years (2) itemized operating and maintenance expenses (3) depreciation deduction (4) annual cash flow before and after debt service.
- Assessed value and real estate tax on the property, according to the two most recent tax assessments.
- Estimated fair market value of the property (1) in its current condition (2) after complying with NHDC Standards and Guidelines (3) after the proposed demolition or moving/relocation.
- Any real estate listing of the property for sale or rent in the past three years, including price asked, open houses held, prospects shown the property and offers received.
- Three bids each for the cost of the proposed demolition or moving compared with the cost of complying with Northville Historic District Standards and Guidelines.
- Three bids each for the cost of proposed demolition or moving compared with the cost of stabilizing or "mothballing" the resource.
- Long term and short term availability of funds, including income and financing, available to the owner that would allow retention of the resource.
- List of financial incentives for preserving the resource available to the applicant through federal, state, city or private programs.
- Floor plans drawn and printed to scale with dimensions.
- Photographs of the property showing all elevations, close-ups of details, and relationship to adjacent and surrounding structures.

## **APPLICATION BASED ON THE INTEREST OF THE MAJORITY OF THE COMMUNITY**

*Grounds: Retaining the resource is not in the interest of the majority of the community.*

Applicant to provide the following:

- Written description of the nature of the resource and existing conditions.
- Written description of proposed changes.
- Written discussion of how the demolition or moving of the resource might benefit the community.
- Site plan, drawn and printed to scale, showing the location of the resource proposed to be demolished or moved in relationship to other structures on the property, and to the property lines.
- Site plan, drawn and printed to scale, and any other information which accurately describes the proposed use and appearance of the site after demolition or moving of the resource.
- Feasibility of alternative uses for the property that would allow compliance with Northville Historic District Standards and Guidelines.
- Floor plans drawn and printed to scale with dimensions.
- Photographs of the property showing all elevations, close-ups of details, and relationship to adjacent and surrounding properties.