



HISTORIC DISTRICT COMMISSION APPLICATION Request for Certificate of Appropriateness

All applications are due no later than Friday preceding the Historic District Commission meeting

CASE NUMBER: _____

PROPERTY ADDRESS: _____

HISTORIC DISTRICT IN WHICH PROPERTY IS LOCATED:

HERITAGE SQUARE OLD SAGINAW CITY MICHIGAN AVENUE SINGLE ENTITY

APPLICANT / OWNER NAME: _____

ADDRESS: _____

TELEPHONE: _____

ARCHITECT / ENGINEER / CONTRACTOR'S / NAME:

ADDRESS: _____

TELEPHONE: _____

GENERAL DESCRIPTION OF PROJECT:

- NEW CONSTRUCTION
- EXTERIOR ALTERATIONS AND / OR REPAIRS
- MOVEMENT OR DEMOLITION OF A STRUCTURE
- SIGN INSTALLATION

PROJECT DURATION

(You must enter dates per MI Act PA169)

START: _____

COMPLETE: _____

The Historic District Commission can approval applications that meet one or more of the Secretary of the Interior's Standards for Rehabilitation listed below.

1. A property shall be used for its historic purpose or be placed in a new use that requires 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 alterations 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 distinctive features, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
7. Chemical and 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 the 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 the historical 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.

Stille-DeRossett-Hale Single State Construction Code Act

(This item **MUST BE INITIALED** for your application to be **PROCESSED**)

Public Act 169, Michigan's Local Historic Districts Act, was amended April 2004 to include the following language: "the applicant has certified in the application that the property where the work will be undertaken has, or will have before the proposed completion date, a fire alarm or smoke alarm complying with the requirements of the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230, MCL 125.1501 to 125.1531."

Please initial here: _____

APPLICANT'S / OWNER'S PRINTED NAME: _____

APPLICANT'S / OWNER'S SIGNATURE: _____

DATE*: _____

** This application will not be considered complete unless all items in the application check list are included in the packet that is presented to the Historic District Commission. Should any item(s) not be present at the Historic District Commission meeting, this application for work will be postponed until the next regularly scheduled Historic District Commission meeting when the completed application will be considered.*

Note:

The completed application should be returned to the City of Saginaw Inspections Department

Public Act 169, Michigan's Local Historic Districts Act, states a 60 day moratorium once an application is considered complete by the historic commission for review:

399.209 Sec. 9. (1) The commission shall file certificates of appropriateness, notices to proceed, and denials of applications for permits with the inspector of buildings or other delegated authority. A permit shall not be issued until the commission has acted as prescribed by this act. If a permit application is denied, the decision shall be binding on the inspector or other authority. A denial shall be accompanied with a written explanation by the commission of the reasons for denial and, if appropriate, a notice that an application may be resubmitted for commission review when suggested changes have been made. The denial shall also include notification of the applicant's rights of appeal to the state historic preservation review board and to the circuit court. The failure of the commission to act within 60 calendar days after the date a complete application is filed with the commission, unless an extension is agreed upon in writing by the applicant and the commission, shall be considered to constitute approval.

APPLICATION CHECK LIST

Attachments and Check All That Apply:

- Photographs depicting the historic property and existing conditions
- Site Plan - one set of scaled drawings explaining the proposal, with dimensions shown, and depicting existing and proposed elevations and site plan. The drawings should also include cross-sections, details, and specifications, as needed to accurately determine the final outcome of the project. The drawings must be legible, and a limit of one view (elevation, plan, section, etc.) per page is recommended.
- Detailed materials list, specifications, and other pertinent product information (detailing roofing, siding, foundation, doors, windows, trim, masonry, etc.)
- Window Worksheet (if applicable) – for proposed changes involving window replacement or alteration.
- Drawings of proposed sign – include size, material, and location on property.
- Other information you wish to submit or as identified during review with staff.
- All information is presented on 8 1/2 x 11" paper

Staff signature: _____