

West Main Street Historic District
APPLICATION and PROCESS INSTRUCTIONS
FOR A CERTIFICATE OF APPROPRIATENESS

Thank you for completing this application. It is the goal of the West Main Street Historic District to ensure that the homeowners within the district enjoy continued use of their homes by today's standards while preserving the integrity of historic features. The Certificate of Appropriateness process provides an opportunity for exchanging ideas and learning about the rehabilitation and maintenance of historic homes. Should you need any help in making your application, finding products for restoration, or locating information on historic homes, please feel free to call the Planning Department at 837-3377.

Please use the following checklist to complete this application.

STEP I – PRIOR TO MAKING APPLICATION

- A. Homeowners are encouraged to informally review potential or proposed work with City staff prior to making a formal application with the Historic District Commission.**

At any scheduled meeting, the HDC will be pleased to provide guidance for concepts while still in the planning stage.

- B. Make plans to file an application at least three (3) weeks prior to beginning your project, or the purchasing of materials for that project.** A date and time for your HDC application review will be set by the Planning Department in accordance with the City Ordinance. Notice of this meeting date will also be sent to all residents of the West Main Street Historic District.
- C. Some projects may also require a building permit.**

STEP II – FILE AN APPLICATION

In order for the application to be considered, complete and clear information is needed. Please include the following items:

1. Completed application form (see reverse side).
2. Sketches, elevations, or drawings (to scale) of proposed architectural modification(s).
3. Illustrations or brochures depicting new materials (such as: doors, windows, light fixtures, siding, roofing materials, trim, etc.) Include specific information on all materials, using manufacturers' names and specifications where appropriate.
4. Photo(s) of the front and the side of the house to be affected Please provide as many photos as possible.
- 5. If the homeowner or other representative cannot be present at the review meeting, items listed in STEP II must be included with the application.**

STEP III – ATTEND THE HDC REVIEW OF THE APPLICATION

Most application reviews and decisions are made in one meeting. Although attendance by the homeowner at the HDC review meeting is not required, it is recommended.

At the HDC review, please provide:

1. Color samples of new materials, as well as a knowledge of the existing colors
2. An understanding of the existing as compared with the new (where appropriate)
- composition (wood, metal, stone, etc.)
 - dimensions
 - trim
 - hardware

ATTACHMENTS TO THE APPLICATION

1. EXAMPLES OF HOW TO FILL OUT THE APPLICATION “DESCRIBE” SECTION
2. EXAMPLES OF APPROPRIATE WORK AS IN THE SECRETARY OF INTERIOR STANDARDS.
3. SUMMARY OF THE SECRETARY OF INTERIOR STANDARDS.
4. LIST OF SOME TYPES OF WORK THAT MAY BE APPROVED BY THE CHIEF BUILDING OFFICIAL
5. LIST OF TYPES OF WORK THAT CAN BE DONE WITHOUT A CERTIFICATE OF APPROPRIATENESS.
6. LIST OF TYPES OF WORK THAT WILL NOT BE APPROVED



CERTIFICATE OF APPROPRIATENESS (C of A)

Application Form

(See reverse side for instructions)

Property address: _____ Date filed: ____/____/____

APPLICATION

Applicant: _____ Owner (if different): _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____
Home Phone: _____ Work Phone: _____ Home Phone: _____ Work Phone: _____
E-mail: _____

Please explain proposed work. Include descriptions of material(s), size(s), color(s), and location on structure. (See examples.) Additional pages may be attached if necessary.

Multiple horizontal lines for describing proposed work.

I certify that on or before the completion of the proposed work I will install approved smoke detectors in my home per the requirements of the Michigan Residential Code.

I understand that it may be necessary for City of Midland staff to be on the property for the purposes of evaluating and reviewing this application, taking photographs, and/or completing final inspections.

Signature of applicant: _____ Date: _____

(Bottom portion to be completed by City staff)

ACTION

1. Does the work require a Certificate of Appropriateness?

- Ordinary Maintenance (No C of A required)
Minor Work (C of A issued by staff)
Major Work (C of A required)

2. Staff comments: _____

3. Historic District Commission Action: _____ Date of action: _____

- Approved
Approved with conditions
Denied

4. HDC Comments: _____