## 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 – I	PRIOR	TO	MA	KING	APP	LIC	ATI(	)N
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- \_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 th	ie HD	<b>C</b> 1	rev	iew,	please	provid	le

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. EXAMPLE S 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



WEST MAIN STREET HISTORIC DISTRICT City of Midland

333 West Ellsworth

Midland, Michigan 48640 (989) 837-3374 FAX: (989) 837-5731

### CERTIFICATE OF APPROPRIATENESS (C of A)

# Application Form (See reverse side for instructions)

<b>F</b>	erty address:			Γ	Date filed:	//
ON	City, State, Zip: <b>Home Phone:</b> <b>E-mail:</b> Please explain propo	Work Phone:	Address: _ City, State, Home Phor	, Zip: ne: rial(s), size(s	_Work Phone ), color(s), and	·
APPLICATION	☐ I certify that on		etion of the proposed nts of the Michigan l	d work I will Residential C	install approv	ed smoke
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		(Bottom por	tion to be completed by	City staff)		
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