



**CITY OF PLYMOUTH  
COMMUNITY DEVELOPMENT DEPARTMENT  
HISTORIC DISTRICT COMMISSION**  
201 S. Main Street Plymouth, MI 48170  
Ph. 734-453-1234 Fax 734-455-1892  
Website: [www.ci.plymouth.mi.us](http://www.ci.plymouth.mi.us)

## **HISTORIC DISTRICT OVERVIEW**

Certificate of Appropriateness (C.O.A.)	Property Owners / Residents / Tenants within the Kellogg Park Historic District desiring to work on or make changes to a site or building exterior of any property located within the district are required to complete an application form, prepare a submittal, and are strongly encouraged to attend the meeting to obtain a “Certificate of Appropriateness” (C.O.A.) for the work. The application and submittal is reviewed by the Plymouth Historic District Commission (HDC), which consists of seven (7) residents of the City, appointed by the Mayor. The HDC will review the proposed work according to the Secretary of the Interior’s Standards for Rehabilitation, Historic Preservation Briefs and the City of Plymouth’s Kellogg Park Historic District Ordinance. A permit will be issued following the HDC’s review, approval and acceptance of the application and submittal for the site and exterior of the structure.
Maintenance and Repair	Maintenance and repair not involving the change of paint colors, and/or the replacement of exact existing building materials does not require submission to the HDC. General maintenance may include repainting with exact color and replacing windows/doors/roofs etc. with exact materials. Conformance must be confirmed with Community Development Department.
Site Alterations and Replacement	Projects involving alterations to a site including, but not limited to the installation or removal of walks, landscaping, landscape edging, trees, shrubs, walls, fences, flag poles, gazebos, arbors, railings, signage etc., are to be submitted to the HDC.
Building Alterations and Replacement	Projects involving alterations to the exterior of a building including, but not limited to the installation or removal of porches, roofs, skylights, doors, screen doors, garage doors, security doors, windows, building features, chimneys, walls, floors, awnings, and signage are to be submitted to the HDC.
Construction Projects	For construction projects, such as additions and new construction, applicants are strongly encouraged to consider seeking the advice or expertise of an architect familiar with historic preservation prior to submittal. All construction projects are to be submitted to the HDC.
Demolition	Projects involving the proposed demolition of buildings or portions of buildings are to be submitted to the HDC.
Application Preview	The Commission requires an application with adequate and clear information. Contact the Community Development Department to review the process and application submittal to be sure it is complete.

## WHAT REQUIRES REVIEW

The following list is not all inclusive. Look for your project type on this list and confirm the appropriateness with the Department of Community Development.

<b>Apply to the Commission Before:</b>
Changing paint colors
Removing trees or shrubs greater than 8" in diameter
Installing new or replacement fencing
Installing new or replacement windows, including storm windows
Installing new doors, garage doors, security doors
Installing or placing exterior features including: signage, lighting, decks, porches railings, awnings, landscaping, etc.
Cleaning the exterior of the building
Reconstructing areas of masonry: walls, chimneys, floors, porches, etc.
Reconstructing all or part of a porch
Constructing a new building, structure, or addition
Demolishing or moving all or part of a building, including garages

<b>May Not Need to Apply to the Commission When:</b>
Maintenance and repair does not involve the change of paint colors or when replacement uses the exact building materials
Trimming or pruning trees, shrubs, plantings
Repairing a few sections of fence with exact materials and sizes
Repairing existing doors and windows with identical materials
Replacing panes of glass with matching glass
Replacing small deteriorated areas with identical materials and sizes
Tuck pointing small areas of mortar with matching mortar
Installing small scale window graphics/signage

## **The following application must be fully completed in order to be submitted to the Historic District Commission.**

Please use the attached criteria checklist as a guide to completing your application. Applications must have complete information in order to go before the HDC. If you have any questions or concerns, you may contact the Community Development Department at (734) 453-1234 ext. 232.

# APPLICATION FOR DETERMINATION OF APPROPRIATENESS

Please consult the following submittal checklist to ensure you submit a complete application and supporting information about the type of work proposed.

Property Location (Address of Work): \_\_\_\_\_

- Contributing Structure     Non-Contributing Structure

Building Owner: \_\_\_\_\_

Building Owner Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Role:  Building Owner  Architect  Contractor  Other \_\_\_\_\_

TYPE OF WORK PROPOSED (Check all that apply):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> New Construction   | <input type="checkbox"/> Sign / Awning Install / Replacement | <input type="checkbox"/> Porch Reconstruction/Repair |
| <input type="checkbox"/> Addition           | <input type="checkbox"/> Fence Install / Replacement         | <input type="checkbox"/> Paint Color Change          |
| <input type="checkbox"/> Alteration         | <input type="checkbox"/> Paving Install / Replacement        | <input type="checkbox"/> Building Cleaning           |
| <input type="checkbox"/> Window Replacement | <input type="checkbox"/> Wall Install / Replacement          | <input type="checkbox"/> Other                       |
| <input type="checkbox"/> Door Replacement   | <input type="checkbox"/> Landscaping Install / Replacement   |  |
| <input type="checkbox"/> Roof Replacement   |  |  |
| <input type="checkbox"/> Siding Replacement |  |  |

**Application Deadline:** The Historic District Commission typically meets the first Wednesday of each month. Please confirm meeting date as meeting schedules may change due to holidays or other unforeseen circumstances. Application material must be completed and submitted to the Community Development Department by 3:00PM on the third Monday of the previous month in order to be placed on the agenda for the following month's meeting. Please check the city's website for exact submission deadlines.

**PLEASE PROVIDE TEN (10) COPIES OF ALL SUBMITTALS**

Submittal must include index of sheets (what is included) and all sheets must be numbered and dated.

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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

I, as the Building Owner, confirm with my signature below that I am aware of and approve the work proposed.

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Building Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

# SUBMITTAL CHECKLIST

## **New Construction / Additions / Alterations:**

- Completed Application for Determination of Appropriateness
- Synopsis: description of the project in words
- Completed materials finish list
- Detailed justification of why items need to be altered, added on to, or newly constructed
- Historic photographs of the site and building
- Photographs of site and building as they exist today
- Scaled drawings including, but not limited to:
  - existing and proposed site plan showing all property lines, easements, setbacks, changes and landscape features
  - existing and proposed floor plans
  - existing and proposed elevations
  - existing and proposed cross sections and other details as needed
  - material samples and colors for roofing, siding, and trim
  - complete list and specific information on all exterior materials (windows, doors, garage doors, exterior lighting and fencing) including manufacturer's name, brochure, colors, textures and finish / materials
  - statement of impact of the new construction/additions/alterations on surrounding properties and buildings such as architectural character, building scale, vehicular and pedestrian traffic, mass, form, proportion, configuration, location on site, landscaping and visual appearance
  - the time frame for the project including an approximate start date, exterior completion date, landscaping completion date, and occupation date
- Color exterior elevation and/or rendering of the proposed building, addition and / or alteration
- New construction or a substantial addition requires a streetscape view (to scale) with the proposed new project inserted

## **Proposed Replacement Projects:**

- Completed Application for Determination of Appropriateness
- Synopsis: description of the project in words
- Completed materials finish list
- Detailed justification of why item(s) need to be replaced
- Historic photographs of the site and building
- Photographs of the existing materials proposed for replacement or maintenance and repair
- Photographs of existing site and building with proposed changes indicated
- Description of existing material and color (provide sample if possible)
- Manufacturer's brochures, data sheets, color samples, material samples of proposed materials to be used and what they are replacing

## **Window Replacement:**

- The information listed under Proposed Replacement Projects as well as:
- Number of windows to be replaced
- Dimensions of all windows especially frame width and thickness
- Photographs of all four sides of the existing building indicating affected windows
- Photographs of other projects incorporating these replacement components

**Door and Garage Door Replacement:**

- The information listed under Proposed Replacement Projects as well as:
- Number of doors to be replaced
- Dimensions of all doors especially frame width and thickness
- Photographs of all four sides of the existing building indicating affected doors
- Photographs of other projects incorporating these replacement components

**Roof Replacement:**

- The information listed under Proposed Replacement Projects as well as:
- Material samples (for asphalt shingles, a 3"x3" piece is sufficient)
- Dimensions of proposed replacement roof
- Detailed description of proposed work, including related work such as gutters, soffit and fascia
- Photographs of other projects incorporating these replacement components

**Siding Replacement:**

- The information listed under Proposed Replacement Projects as well as:
- Material samples
- A set of scaled and dimensioned elevations
- Dimensions of proposed replacement siding
- Detail description of proposed work, including related work such as trim and details
- Photographs of other projects incorporating these replacement components

**Sign and Awning Installation/Replacement:**

- Completed Application for Determination of Appropriateness
- Synopsis: description of the project in words
- Completed materials finish list
- Detailed justification of why signs/awnings need to be replaced/installed
- Historic photographs of the site and building
- Photographs of site and building as they exist today
- Number / letter, font size, color and material sample
- Scaled and dimensioned drawing of the front and side elevations indicating size and location of the proposed signage / awning
- Scaled cross-section drawing of building elevation indicating proposed signage / awning
- Detailed description including the colors, materials and location(s) of existing signs
- Identification of all materials to be used in the construction of the sign and / or awning

**Fence, Paving, Walls, Landscaping Installation / Removal:**

- Completed Application for Determination of Appropriateness
- Synopsis: description of the project in words
- Completed materials finish list
- Detailed justification of why item(s) need to be installed/removed
- Historic photographs of the site and building
- Photographs of site and building as they exist today
- Scaled and dimensioned site plan showing:
  - existing lot lines
  - existing buildings
  - location and dimensions of existing and proposed sidewalks, driveways, fencing (including height), landscape materials and other landscape features
  - location of the adjacent structures
- Photographs of the existing site with proposed changes indicated
- Material and color samples from fencing, walls, paving
- Brochure(s) showing fencing and other manufactured landscape items proposed

**Porch Reconstruction and Other Repairs:**

- Completed Application for Determination of Appropriateness
- Synopsis: description of the project in words
- Completed materials finish list
- Detailed justification of why item(s) need to be reconstructed/repared
- Historic photographs of the site and building
- Photographs of the site and building as they exist today
- Description of existing materials and property
- A description of the proposed replacement materials and colors (including samples if possible)
- A set of scaled and dimensioned drawings that include:
  - existing and proposed site plan showing all changes
  - existing and proposed floor plans
  - existing and proposed elevation
  - existing and proposed sections and other details as needed

**Paint Color Change:**

- Completed Application for Determination of Appropriateness
- Synopsis: description of the project in words
- Completed materials finish list
- Historic photographs of the site and building
- Photographs of the site and building as they exist today
- 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

**Building Cleaning:**

- Completed Application for Determination of Appropriateness
- Synopsis: description of the project in words
- Completed materials finish list
- Historic photographs of the site and building
- Photographs of the site and building as they exist today
- A 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)