



CITY OF PLYMOUTH COMMUNITY DEVELOPMENT DEPARTMENT HISTORIC DISTRICT COMMISSION APPLICATION

201 South Main Street
Plymouth, Michigan 48170
(734) 453-1234 ext. 232
www.plymouthmi.gov

GENERAL INFORMATION:

Applicants within the Kellogg Park Historic District who desire to alter their site or modify the exterior of their building must obtain a Certificate of Appropriateness from the City's Historic District Commission (HDC) prior to modification work being completed. Applicants seeking HDC approval are encouraged to familiarize themselves with the City of Plymouth Zoning Ordinance and the Secretary of the Interior Standards for Rehabilitation in order to assure that the project fits within the various requirements.

WHAT REQUIRES HDC REVIEW:

When a project includes demolition, new construction, a building addition or addition onto site (new landscaping, new wall or fence, signage, impervious surface/pavement, etc.), alteration of openings (windows, doors, skylights, etc.), change in materials (siding, railings, decking, fencing, etc.), change in paint or finish color, or cleaning the exterior of the building, formal HDC review is required. Maintenance and repair work that is a like-for-like replacement and does not involve the change of colors or change in materials does not require submission to the HDC. If you have questions if your maintenance or repair project requires HDC approval, contact the Community Development Department directly.

HISTORIC DISTRICT COMMISSION REVIEW FEES:

At this time, there are no fees required to apply to the Historic District Commission.

REVIEW PROCESS:

Submit 10 copies of the Historic District Commission Application and 10 copies of the supplemental information which may include site plan drawings (folded and stapled), historic photos, narrative, and any supplemental information required in the following checklists to the Community Development Department before the review process can begin. Submit one digital copy of the entire submission package (application, site plan drawings, supplemental information, etc.) via email to plans@plymouthmi.gov. Site plans submitted for review must be in the hands of the City by **12:00 PM on the third Monday of the month** in order to be on the following month's agenda.

This application will be initially reviewed for completeness by the Community Development Department. Incomplete applications will be returned for modification. Following determination of completeness, applications are distributed to the Historic District Commissioners for review to ensure compliance with all applicable codes and ordinances.

The Historic District Commission meets on the first Wednesday of the month in the City of Plymouth Commission Chambers (second floor), 201 S. Main Street, Plymouth, MI at 7:00 PM unless otherwise specified on the City's website.

CITY OF PLYMOUTH

HISTORIC DISTRICT COMMISSION APPLICATION

Community Development Department
 201 S. Main Street Plymouth, MI 48170
 Ph. 734-453-1234 ext. 232
www.plymouthmi.gov

I. Site/Project Information

Site Address	<input type="checkbox"/> Contributing structure <input type="checkbox"/> Non-contributing structure	Date of Application
Name of Property Owner	Phone Number	
Mailing Address	Email Address (Required)	
City	State	Zip Code

II. Applicant and Contact Information

Indicate Who the Applicant Is. If Property Owner, Skip to Section III.	Architect	Developer	Engineer	Lessee
Applicant/Company Name	Phone Number			
Applicant/Company Address	City	State	Zip Code	
Email Address (Required)				

III. Site Plan Designer and Contact Information

Site Plan Designer Company Name	Phone Number		
Company Address	City	State	Zip Code
Registration Number	Expiration Date	Email Address (Required)	

IV. Type of Project (Please Select All that Apply)

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

V. Description of Work

VI. Applicant Signature

Signature of Applicant	Date
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VII. Property Owner Signature

Signature of Property Owner	Date
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VIII. Submittal Checklist

Please include the following applicable information		YES	NO	N/A
Demolition, new construction, additions, and alterations				
1.	Completed application	[]	[]	[]
2.	Synopsis: description of the project in words	[]	[]	[]
3.	Materials finish list	[]	[]	[]
4.	Detailed justification of why the changes are necessary	[]	[]	[]
5.	Historic photographs of the building	[]	[]	[]
6.	Photographs of the building and site as they exist today	[]	[]	[]
7.	Scaled drawings to include existing and proposed site plan including property lines, easements, setbacks, and landscape features	[]	[]	[]
8.	Scaled drawings to include existing and proposed floor plans	[]	[]	[]
9.	Scaled drawings to include existing and proposed elevations	[]	[]	[]
10.	Scaled drawings to include existing and proposed cross sections and other details as needed	[]	[]	[]
11.	Cut sheets (manufacturer information) for all exterior materials including windows, doors, garage, doors, exterior lighting, fencing, etc.	[]	[]	[]
12.	Material samples and colors for roofing, siding, and trim	[]	[]	[]
13.	Statement of impact of the project on surrounding properties and buildings. Statement shall include items such as architectural character, building scale, vehicular and pedestrian traffic, mass, form, proportion, configuration, location on site, landscaping, and visual appearance.	[]	[]	[]
14.	Time frame for the project including approximate start date and dates for exterior completion, landscaping completion, and final occupancy	[]	[]	[]
15.	Color rendering of exterior elevation	[]	[]	[]
16.	New construction requires a streetscape view (to scale) with the proposed project inserted	[]	[]	[]
Proposed window replacement project				
1.	Completed application	[]	[]	[]
2.	Synopsis: description of the project in words	[]	[]	[]
3.	Materials finish list	[]	[]	[]
4.	Detailed justification of why window replacement is necessary	[]	[]	[]
5.	Historic photographs of the building	[]	[]	[]
6.	Description of the existing window material including color and condition	[]	[]	[]
7.	Photographs of the affected windows as they exist today	[]	[]	[]
8.	Photographs of the building with proposed changes indicated	[]	[]	[]

Please include the following applicable information		YES	NO	N/A
9.	Cut sheets (manufacturer information) for all replacement windows	[]	[]	[]
10.	Material samples and colors of windows	[]	[]	[]
11.	Number of windows to be replaced	[]	[]	[]
12.	Dimensions of windows including frame thickness and frame width	[]	[]	[]
13.	Photographs of other projects incorporating the window replacement component	[]	[]	[]
Proposed door or garage door replacement				
1.	Completed application	[]	[]	[]
2.	Synopsis: description of the project in words	[]	[]	[]
3.	Materials finish list	[]	[]	[]
4.	Detailed justification of why door replacement is necessary	[]	[]	[]
5.	Historic photographs of the building	[]	[]	[]
6.	Description of the existing door material including color and condition	[]	[]	[]
7.	Photographs of the affected doors as they exist today	[]	[]	[]
8.	Photographs of the building with proposed changes indicated	[]	[]	[]
9.	Cut sheets (manufacturer information) for all replacement doors	[]	[]	[]
10.	Material samples and colors of doors	[]	[]	[]
11.	Number of doors to be replaced	[]	[]	[]
12.	Dimensions of doors including frame thickness and frame width	[]	[]	[]
13.	Photographs of other projects incorporating the door replacement component	[]	[]	[]
Proposed roof replacement				
1.	Completed application	[]	[]	[]
2.	Synopsis: description of the project in words including related work such as gutters, soffit, and fascia	[]	[]	[]
3.	Materials finish list	[]	[]	[]
4.	Detailed justification of why roof replacement is necessary	[]	[]	[]
5.	Historic photographs of the building	[]	[]	[]
6.	Description of the existing roof material including color and condition	[]	[]	[]
7.	Photographs of the roof as it exists today	[]	[]	[]
8.	Photographs of the building with proposed changes indicated	[]	[]	[]
9.	Cut sheets (manufacturer information) for replacement roof	[]	[]	[]
10.	Material samples and colors of roof	[]	[]	[]
11.	Dimensions of replacement roof	[]	[]	[]
12.	Photographs of other projects incorporating the roof replacement component	[]	[]	[]
Proposed siding replacement				
1.	Completed application	[]	[]	[]
2.	Synopsis: description of the project in words including related work such as soffits, fascia, gutters, and trim	[]	[]	[]
3.	Materials finish list	[]	[]	[]

Please include the following applicable information		YES	NO	N/A
4.	Detailed justification of why siding replacement is necessary	[]	[]	[]
5.	Historic photographs of the building	[]	[]	[]
6.	Description of the existing siding material including width, color, and condition	[]	[]	[]
7.	Photographs of the siding as it exists today	[]	[]	[]
8.	Photographs of the building with proposed changes indicated	[]	[]	[]
9.	Scaled and dimensioned elevations showing the replacement siding	[]	[]	[]
10.	Cut sheets (manufacturer information) for replacement siding	[]	[]	[]
11.	Material samples and colors of siding	[]	[]	[]
12.	Dimensions including full profile of replacement siding	[]	[]	[]
13.	Photographs of other projects incorporating the roof replacement component	[]	[]	[]
Sign and awning installation or replacement				
1.	Completed application	[]	[]	[]
2.	Synopsis: description of the project in words including related work such as soffits, fascia, gutters, and trim	[]	[]	[]
3.	Materials finish list	[]	[]	[]
4.	Detailed justification of why signage and/or awning installation or replacement is necessary	[]	[]	[]
5.	Historic photographs of the building	[]	[]	[]
6.	Description of the existing signage/awning material including location, size, material, color, and condition	[]	[]	[]
7.	Photographs of the building as it exists today	[]	[]	[]
8.	Scaled and dimensioned front and side elevations showing the size and location of signage and/or awning	[]	[]	[]
9.	Scaled cross-section of building elevation indicating proposed signage and/or awning	[]	[]	[]
10.	Identification of all materials used in the construction of signage and/or awning	[]	[]	[]
11.	Material samples including number, letter, font size, and colors of signage and/or awning	[]	[]	[]
Site improvements: fence, walls, paving, or landscaping installation				
1.	Completed application	[]	[]	[]
2.	Synopsis: description of the project in words	[]	[]	[]
3.	Materials finish list	[]	[]	[]
4.	Detailed justification of why site improvement is necessary	[]	[]	[]
5.	Historic photographs of the building and site	[]	[]	[]
6.	Photographs of the building and site as it exists today	[]	[]	[]
7.	Scaled and dimensioned site plan showing existing lot lines	[]	[]	[]
8.	Scaled and dimensioned site plan showing existing buildings	[]	[]	[]
9.	Scaled and dimensioned site plan showing	[]	[]	[]
10.	Identification of all materials used in the construction of signage and/or awning	[]	[]	[]
11.	Material samples including number, letter, font size, and colors of signage and/or awning	[]	[]	[]

Please include the following applicable information		YES	NO	N/A
Porch reconstruction or repair				
1.	Completed application	[]	[]	[]
2.	Synopsis: description of the project in words	[]	[]	[]
3.	Materials finish list	[]	[]	[]
4.	Detailed justification of why the changes are necessary	[]	[]	[]
5.	Historic photographs of the building	[]	[]	[]
6.	Photographs of the building and site as they exist today	[]	[]	[]
7.	Description of the existing porch material including location, size, material, color, and condition	[]	[]	[]
8.	Scaled drawings to include existing and proposed site plan	[]	[]	[]
9.	Scaled drawings to include existing and proposed floor plans	[]	[]	[]
10.	Scaled drawings to include existing and proposed elevations	[]	[]	[]
11.	Scaled drawings to include existing and proposed cross sections and other details as needed	[]	[]	[]
12.	Cut sheets (manufacturer information) for proposed replacement porch materials	[]	[]	[]
13.	Material samples and colors for porch	[]	[]	[]
Paint color change				
1.	Completed application	[]	[]	[]
2.	Synopsis: description of the project in words	[]	[]	[]
3.	Materials finish list	[]	[]	[]
4.	Detailed justification of why the changes are necessary	[]	[]	[]
5.	Historic photographs of the building	[]	[]	[]
6.	Photographs of the building and site as they exist today	[]	[]	[]
7.	Samples of the proposed paint color (paint chip)	[]	[]	[]
8.	Photographs and/or diagrams showing the locations and colors where paint will be applied	[]	[]	[]
Building cleaning				
1.	Completed application	[]	[]	[]
2.	Synopsis: description of the project in words	[]	[]	[]
3.	Materials finish list	[]	[]	[]
4.	Detailed justification of why the changes are necessary	[]	[]	[]
5.	Historic photographs of the building	[]	[]	[]
6.	Photographs of the building and site as they exist today	[]	[]	[]
7.	Description of the cleaning method including the names of chemicals and the pressure of any washes or applications	[]	[]	[]
8.	Brochure for cleaning agents	[]	[]	[]
9.	Description of the treatment of the building exterior (surface) after cleaning – painting, sealing, tuck pointing, etc.	[]	[]	[]