

What every historic property owner needs to know. . .

Information and Application Requirements



City of
ROCHESTER HILLS

Historic Districts Commission
1000 Rochester Hills Drive
Rochester Hills, Michigan 48309
248-656-4660

www.rochesterhills.org

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Suggested Revised Table of Contents

(Note: The Guide itself has not yet been rearranged to reflect this Suggested Table)

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Application/Review Process (suggested change)

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Window Replacement (suggested change)

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Who is the Historic Districts Commission?

The Historic Districts Commission (HDC) is made up of nine is a nine member board of Rochester Hills residents appointed by City Council for three-year terms. Some of these volunteer Commissioners reside in designated historic properties or districts; others have a The City's Historical Preservation Ordinance requires that a majority of the Commission members have a clearly demonstrated interest in or knowledge of historic preservation. The City's Historical Preservation Ordinance also requires that at least two members of the Commission be members of existing preservation societies; at least one member shall be an architect, and to the extent available, City Council shall appoint an archaeologist, a historian, or an architectural historian.

The Commission was established in 1978 pursuant to Section 118-61 of Chapter 118 (Historical Preservation) of the Rochester Hills Code of Ordinances, and pursuant to State of Michigan Public Act 169 of 1970, as amended.

City of Rochester Hills Historic Districts Commission

Melinda Hill, Chairperson

Maria-Teresa Cozzolino

Brian Dunphy

John Dziurman, AIA

Micheal Kilpatrick

Paul Miller

Michael Sinclair

Dr. Richard B. Stamps

Jason Thompson

Contact Us:

~~To find out more:~~

~~Contact us or check out our website:~~

~~Derek Delacourt, HDC Staff Liaison (248-656-4660) (delacoud@rochesterhills.org)~~

~~Planning & Development Department (248-656-4660) (planning@rochsterhills.org)~~

~~website: www.rochesterhills.org, City Services, Planning & Development,
Historic Districts Commission~~

Contact Us:

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www.rochesterhills.org, City Services, Planning & Development, Historic Districts Commission

or call us:

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What is the purpose of historic preservation?

The Rochester Hills Historical Preservation Ordinance (Chapter 118) was adopted in 1978 to ensure the preservation and protection of historical, architectural, archaeological, engineering and cultural elements that reflect the history of the City of Rochester Hills. Historic preservation is declared to be a public purpose, according to State Act 169 of the Public Acts of 1970 of the State of Michigan, as amended. The Historical Preservation Ordinance for Rochester Hills declares its purpose shall be to do one or more of the following:

1. Safeguard the heritage of the City by preserving its Historic Districts that reflect elements of the City's history, architecture, archaeology, engineering, or culture.
2. Stabilize and improve property values in each District and the surrounding areas.
3. Foster civic beauty.
4. Strengthen the local economy.
5. Promote the use of the Historic Districts for the education, pleasure and welfare of the citizens of the City, State and Nation.

Benefits of a local Designated Historic District:

Preserve history for future generations.

Maintain and enhance owners' property values.

Qualify to apply for state income tax credit on interior and exterior rehabilitation costs.

Regulation of exterior changes; ensures new construction and additions are compatible, and maintains the historic character of houses and grounds.

Prevention of property neglect and demolition by the use of the *demolition by neglect* portion of the Ordinance that requires owners to repair their properties before they reach such a state of disrepair that they have to be demolished. (original language)

Prevention of property neglect or *demolition by neglect*, as defined by Ordinance, that requires owners to repair their properties before they reach a state of disrepair or a safety hazard that could require demolition of a structure. (suggested rewording)

Rehabilitation and reuse of historic structures benefits the environment and the Community at large as fewer materials are sent to landfills. (Kristine Kidorf suggested including some wording about "the environmental friendliness of reusing a historic building instead of sending the materials to a landfill and building new". (Falls in line with the current trend of "Green Building")

Some Frequently Asked Questions:

What can I do to the inside of my house?

The Commission does not regulate changes to the interior of a house or structure, **unless** the interior changes affect the exterior appearance. If the work you are doing on the interior will affect the exterior of the resource, such as closing up a window or moving a doorway, you may have to show the Commission the plans for the interior work to explain why the changes are being made to the exterior. (original wording)

The Commission does not regulate changes to the interior of a house or structure, **unless** interior changes affect the exterior's appearance. If work performed on the interior will affect the exterior of the resource, such as covering or removing a window or doorway, the Commission may require review of the plans for the interior work causing the affect on the exterior's appearance. (suggested rewording)

Does the Commission review what I do to the back of my house?

The Commission is required to review **all** exterior changes, including those not visible from the street. The **entire** house, garage and yard contribute to the historic character of the District. According to Public Act 169 of 1970, the Commission reviews ANY work to the exterior of the building – ~~it does not distinguish as to the location of the work.~~

How does the Commission decide whether to approve my project?

The Commission is required to use “The Secretary of the Interior’s Standards for Rehabilitation” when deciding whether work is appropriate in a Historic District. The Standards are listed on page 15 of this booklet.

The Commission also considers:

- the historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area;
- the relationship of any architectural features of the resource to the rest of the resource and the surrounding area;
- the general compatibility of the design, arrangement, texture and materials proposed to be used, and
- other factors such as aesthetic value that the HDC deems relevant to its determination under the review standards and guidelines.

The Secretary of the Interior’s Standards are to be applied in a reasonable manner.

Are yard or landscape features reviewed by the Commission?

Yes, Michigan’s Local Historic District Act includes open space in the definition of a historic resource. It defines open space as “undeveloped land, a naturally landscaped

area, or a formal or man-made landscaped area that provides a connective link or a buffer between other resources.” Significant historic landscape features that the Commission will review should be identified when the district is established. This could include large trees that line the streets of a subdivision, historic fences, drive and walk ways, stone walls, old shrubs that define property lines in a neighborhood, a historic garden designed by a known landscape architect, a park or greenspace, an orchard or the farmland associated with a farmstead. The key word is **significant**. The Commission does not review every plant or garden, but it does review major historic landscape features or landscape features that have been determined to be character defining for the district. (original wording)

Yes, by Ordinance, the boundary of a historic district is the total parcel of property, or in contiguous districts, the total of all parcels within the district. Thus, the Commission may review large trees that line the streets of a subdivision, historic fences, drive and walk ways, stone walls, old shrubs that define property lines in a neighborhood, a historic garden designed by a known landscape architect, a park or greenspace, an orchard or the farmland associated with a farmstead. The key word is **significant**. The Commission does not review every plant or garden, but it does review significant historic landscape features or landscape features that have been determined to be character defining for the district. (suggested rewording)

How old does my property have to be to be considered historic?

Age is just one consideration when determining if a property is historic. The U.S. Secretary of the Interior has developed eligibility criteria for the National Register of Historic Places that are also used for evaluating properties in local historic districts. According to the criteria, a historic resource is typically fifty years old or older, though it can be younger if it has special significance. The resource should also be noteworthy for its association with a significant person or event, for its design or construction techniques, and/or for its information potential. A historic resource must also retain its physical integrity that is comprised of seven qualities: material, design, workmanship, location, setting, feeling, and association. (original wording suggested to be eliminated)

What is a Certificate of Appropriateness?

The Historic Districts Commission has four options when a project comes before it for review. It can ~~table~~ **postpone** the project if more information is needed, or it can issue a Certificate of Appropriateness, a Denial, or a Notice to Proceed. A **Certificate of Appropriateness** is a permit that states that the proposed work meets the Secretary of the Interior’s Standards for Rehabilitation and is appropriate for the resource. A **Denial** means that the proposed work does not meet the Standards and is inappropriate for the style or time period of the building. A **Notice to Proceed** means that the work is inappropriate but the Commission has found that the work is necessary to correct a public safety hazard, enable a major improvement project that will substantially benefit the community, or correct an act of God or of the government that has created a financial hardship for the owner. (original wording)

Upon review of a completed application for proposed work that the Commission feels meets the Secretary of the Interior's Standards and is appropriate for the resource, an approval to perform the work may be rendered and a "Certificate of Appropriateness" issued. A **Notice to Proceed** means that the work is inappropriate but the Commission has found that the work is necessary to correct a public safety hazard, enable a major improvement project that will substantially benefit the community, correct an act of God or of the government that has created a financial hardship for the owner, or retaining the resource is not in the interest of the majority of the Community. (suggested rewording)

Blue – original wording

Red – suggested rewording

What Requires Review?

<u>Requires Approval:</u>	<u>Ordinary Maintenance:</u>
<u>Requires Approval:</u>	<u>Ordinary Maintenance:</u> (Does Not Require Approval)
<u>Call the Commission before:</u> Performing any proposed work ----	<u>Go ahead with your project when:</u> Performing ordinary maintenance ---
Changing exterior paint colors Changing exterior paint color(s)	Exterior painting in the same colors Exterior painting in the same color(s)
Removing large trees, shrubs or plantings	Trimming or pruning trees, shrubs or plantings
Installing new or replacement fencing Installing new or different replacement fencing	Repairing a few sections of fence with like materials and sizes Repairing or replacing fence with like materials and sizes
Replacing roofing, flashing, gutters Replacing roofing, flashing, gutters with different materials	Repairing a few shingles, flashing, gutters Repairing or replacing shingles, flashing, gutters with the same materials
Installing new or replacement windows or storm windows	Replacing panes of glass with matching glass; switching seasonal storms/screens Replacing panes of glass with matching glass
Installing new storm and security doors	Installing or removing storms or screens for the season Installing/removing storms or screens for the season, or replacement of the same
Reconstruction of all or part of a porch	Replacing small deteriorated areas of a porch with identical materials and sizes
Installing new doors, garage doors	Repairing existing doors with identical materials
Cleaning the exterior	
Demolishing all or part of a building, including a garage	
Construction of a new building or addition	
Installation of an in-ground pool	

**The above list is NOT all-inclusive.
If you do not see your project listed above,
PLEASE CONTACT THE PLANNING & DEVELOPMENT DEPARTMENT
(248-656-4660)**

Application Requirements

New Construction / Additions:

➤ ~~A completed Application for Building Permit~~

➤ **A completed Application for a Building Permit (when required)**

(The Building Department shall review the completed application to ensure the proposed work will comply with applicable setbacks, planning, zoning and environmental requirements, and any other applicable Ordinances and Codes)

➤ A completed Application for Approval of Modification/Construction of Resource
(The HDC shall review the completed application to ensure the proposed project complies with the Secretary of the Interior's Standards for Rehabilitation)

➤ **Site Plan (drawn to appropriate scale) illustrating:**

➤ **Site Plan (as needed) drawn to appropriate scale illustrating:**

- all changes and landscape features, including location of construction fencing if applicable;
- major features, including property lines, main buildings, outbuildings, parking areas, drives, walkways, fences, major trees, significant variations in grade elevation;
- the relationship to adjacent streets and structures, and
- the relationship of major features to property lines

➤ **Plans and elevations for structures (drawn to appropriate scale) illustrating:**

➤ **Building elevation plans for structures (as needed) drawn to appropriate scale illustrating:**

- the entire exterior perimeter of new resources;
- existing resources on which work is to be done;
- pertinent dimensions and depiction of major exterior features including doors, windows, bays, porches, architectural trim and elevations;
- details pertaining to exterior building materials, including type, finish and color; kind and size of exterior wall materials, and other significant architectural information.
- floor plans;
- elevations;
- material samples and colors for roofing, siding and trim; **etc.**
- brochures showing materials and designs for windows, doors, garage doors, exterior lighting and fencing, and
- the timeline for the project, including a **proposed** start date, exterior completion date, landscaping completion date, and occupancy date

Door and Garage Door Replacement (including Security Doors):

- A completed Application for Approval of Modification/Construction of Resource (The HDC shall review the completed application to ensure the proposed project complies with the Secretary of the Interior's Standards for Rehabilitation)
- A detailed description of existing doors including materials, and a statement of why repair is not possible and replacement is necessary
- Brochures showing materials and design of doors

Paint Color Change:

(Kristine Kidorf recommended this section be deleted as our HDC does not regular paint colors).

- A completed Application for Approval of Modification/Construction of Resource (The HDC shall review the completed application to ensure the proposed project complies with the Secretary of the Interior's Standards for Rehabilitation)
- Samples of the proposed paint color (i.e., paint chips), and a list of locations where paint color will be applied (photographs and/or diagrams may be used)

Porch Reconstruction and other Repairs:

- A completed Application for Approval of Modification/Construction of Resource (The HDC shall review the completed application to ensure the proposed project complies with the Secretary of the Interior's Standards for Rehabilitation)
- A detailed description of the proposed work, including:
 - a description of existing materials and colors;
 - a description of which components will be retained or repaired;
 - a statement of why the components being replaced cannot be repaired,
 - a description of the proposed replacement materials and colors.

Roof Replacement (Historic Roof Materials):

Roof Replacement (a change from existing materials):

- A completed Application for Approval of Modification/Construction of Resource (The HDC shall review the completed application to ensure the proposed project complies with the Secretary of the Interior's Standards for Rehabilitation)
- Material samples or brochures (for asphalt shingles a 3" x 3" piece is sufficient)
- A description of existing roofing material and color (provide a sample if possible)
- A detailed description of the proposed work, including related work such as dormers, gutters, soffits and/or fascia

(Suggestion made to eliminate this section)

Roof Replacement (non-Historic Roof Materials):

- A completed Application for Approval of Modification/Construction of Resource (The HDC shall review the completed application to ensure the proposed project complies with the Secretary of the Interior's Standards for Rehabilitation)
- Material samples (for asphalt shingles a 3" x 3" piece is sufficient)
- A description of existing roofing material and color (provide a sample if possible)
- A detailed description of the proposed work, including related work such as dormers, gutters, soffits and/or fascia

Fence, Paving, Walls, Landscaping Installation/Removal:

- A completed Application for Approval of Modification/Construction of Resource (The HDC shall review the completed application to ensure the proposed project complies with the Secretary of the Interior's Standards for Rehabilitation)
- A scaled and/or dimensioned site plan showing: (original wording)
- A site plan showing: (suggested rewording)
 - existing lot lines;
 - existing buildings;
 - location and dimension of existing and proposed sidewalks, driveways, fencing (including height), landscape materials, and other landscape features
- Material and color samples

- Brochure showing fencing and other manufactured landscape items proposed
- ~~In cases of removal—include a detailed justification of why the item(s) need to be removed. (original)~~
- In cases of removal—include a detailed justification of why the item(s) need to be removed.

Demolition (including partial demolition):

- A completed Application for Approval of Modification/Construction of Resource (The HDC shall review the completed application to ensure the proposed project complies with the Secretary of the Interior’s Standards for Rehabilitation)
- **A Building Permit (for demolition)**
- Detailed justification stating why the building or a portion of a building needs to be demolished
- A detailed description of what will happen to the site after the demolition occurs
- In cases of a partial demolition, include elevation showing the building and surface treatments to newly exposed walls
- **Site plan/Building elevation plan**

Replacement of Historic Siding Material: (original wording)

Siding Replacement: (suggested rewording)

- A completed Application for Approval of Modification/Construction of Resource (The HDC shall review the completed application to ensure the proposed project complies with the Secretary of the Interior’s Standards for Rehabilitation)
- **A Building Permit (if necessary)**
- A brochure or other information giving the color, materials and dimensions of the proposed replacement siding
- Written justification of why the historic siding material needs to be replaced
- Detailed photographs showing deterioration of the original siding

Window Replacement (Historic Windows): (original wording)

Window Replacement: (suggested rewording)

- A completed Application for Approval of Modification/Construction of Resource (The HDC shall review the completed application to ensure the proposed project complies with the Secretary of the Interior's Standards for Rehabilitation)
- A brochure or other information giving the color, materials and configuration of the proposed windows
- Detailed photographs showing deterioration of the windows

(Section for in-ground Pools?)

Does the Commission wish to review in-ground pools?

- This also affects the table on Page 9.

The above is just a representative sample of projects or work regarding designated Historic Districts. If your project is not noted above, please contact the Historic Districts Staff Liaison at 248-656-4660 (Department of Planning & Development).

**LIST OF WORK PROJECTS
THAT THE ROCHESTER HILLS
HISTORIC DISTRICT COMMISSION
STAFF LIAISON MAY APPROVE ADMINISTRATIVELY**

Please note that all other types of work (not listed below) must be approved by the Historic Districts Commission at their regular monthly meeting:

1. *Gutter and downspout replacement* – provided that:
 - (a) quality materials like copper are not being removed and replaced, and
 - (b) the design of the gutters and downspouts closely resembles the original, and the routing of the downspouts is either the original, or not so placed as to be intrusive in the design of the building.
2. *Masonry cleaning* – provided that the cleaning application meets The Secretary of the Interior's Standards for Rehabilitation.
3. *Re-roofing of an asphalt shingle roof* with new asphalt shingles – provided the shingles are of a color and texture resembling historic roofing materials used in the District and/or on the building in question.
4. *Window and/or door replacement* – provided that the design and material(s) conform with the original. Where the existing door or window is not original to the structure, the replacement should be compatible with the architectural design of the structure.
5. *Storm window and/or door installation* – provided that:
 - (a) mullions, muntins and meeting rails of storm windows conform with those of the prime window, and the design of the storm door reflects the design of the prime door; and
 - (b) if aluminum or vinyl storm windows and/or doors are used, they are appropriate under The Secretary of the Interior's Standards for Rehabilitation.
6. *Window or door boarding* – provided that:
 - (a) the boarding up of window(s) and/or door(s) is temporary and for the protection of the building; and
 - (b) the boarding is painted a dark color, such as brown or black.

7. *Replacement of existing fence* – provided the type, materials and height match the existing fence.
8. *Replacement of an asphalt shingle roof with a wood shingle roof* – provided that the owner or contractor can substantiate that wood shingles originally existed on the roof.
9. *Reconstruction of existing porch*- provided the materials, color and design match the existing materials, color and design.
10. *Installation of glass blocks to replace basement windows* – provided:
 - (a) the windows are recessed to the location of the existing basement windows;
 - (b) screening or grates are provided to cover the glass block;
 - (c) the windows are no larger than 36” wide by 24” high; and
 - (d) the windows are located on the sides and rear of the property.
11. *Removal of dead, diseased or damaged trees* – with a written statement from a professional service or arborist.
12. *A change in walkway or driveway material* – that matches the same width and length. ~~and meets the District’s elements of design.~~
(Kristine Kidorf suggested “elements of design” be eliminated as our HDC does not have them).

Meeting Schedule

The Historic Districts Commission
is regularly scheduled to meet
on the second Thursday of each month

at the Rochester Hills Municipal Offices
(in the City Hall Auditorium)

1000 Rochester Hills Road, Rochester Hills, Michigan
at 7:30 PM Michigan Time

2008 REGULAR MEETING DATES

January 10, 2008 February 14, 2008 March 13, 2008 April 10, 2008 May 8, 2008 June 12, 2008	July 10, 2008 August 14, 2008 September 11, 2008 October 9, 2008 November 13, 2008 December 11, 2008
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To view an Agenda for an upcoming meeting, please check our website – www.rochesterhills.org - Reference Desk, Agendas and Minutes, ~~Historic Districts Commission.~~

Notices of cancelled meetings are also posted on our website.

For additional information or questions regarding the Historic Districts Commission meetings, please contact the Planning & Development Department at 248-656-4660 or via email at planning@rochesterhills.org.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs.

The Standards (**36 CFR Part 67**) apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

Rehabilitation projects must meet the following Standards, as interpreted by the National Park Service, to qualify as "certified rehabilitations" eligible for the 20% rehabilitation tax credit.

The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

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 alteration 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 a distinctive feature, 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 or 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 historic 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.

More information about the treatment standards, including illustrated guidelines can be found on the National Parks Service website (www.cr.nps.gov) on the [Standards and Guidelines page](#).

National Park Service
U.S. Department of the Interior
Preservation Assistance Division
424, P.O. Box 37127
Washington, D.C. 20013-7127
www.cr.nps.gov

Application Process (original wording)
Application/Review Process (suggested rewording)

NOTE: If you are uncertain whether your proposed work needs to be reviewed by the Historic Districts Commission, we suggest you contact the Rochester Hills Planning & Development Department (248-656-4660). The Planning & Development Department is the staff liaison for the HDC.

The completed application materials required for HDC review must be submitted to the Planning & Development Department at least three (3) weeks prior to a regularly scheduled HDC meeting.

The HDC meets on the second (2nd) Thursday of each month at 7:30 PM at the Rochester Hills Municipal Offices.

You may find it helpful to attend an HDC meeting for an informal discussion of your proposed work prior to making application for a formal review. If so, please contact the Planning & Development Department to be placed on the next available meeting Agenda. (original first three paragraphs)

The completed application materials required for HDC review must be submitted to the Planning & Development Department at least three (3) weeks prior to a regularly scheduled HDC meeting (second (2nd) Thursday of each month).

Note: Prior to making application for a formal review, you may find it helpful to attend an HDC meeting for an informal discussion of your proposed work prior to making application for formal review. Please contact the Planning & Development Department to be placed on the next available meeting Agenda. (suggested rewording of 1st three paragraphs)

Information for the Commission:

A review by the Historic Districts Commission requires that an application for work be completed and submitted, along with the following (as applicable):

- Site Plan
- Plans and Elevations for Structures
- Other Descriptive Material
(product samples (i.e. shingles), brochures, photographs, etc.)

The Planning & Development Department HDC Liaison can assist you with the details of these submissions, or may waive any of the foregoing information requirements if it is deemed that such information is not necessary for the HDC's deliberations. (original)

The Planning & Development Department HDC Liaison can assist you with the details of the Application submissions and requirements if it is deemed that such information is not necessary for the HDC's deliberations. (suggested rewording)

STEP 1: Application to the Building Department

If the nature of your proposed work requires a Building Permit, a completed application and all appropriate materials and applicable permit fees must be submitted to the Rochester Hills Building Department for review. If a Building Permit is not required, steps 1 & 2 are not necessary, and the completed application and materials are submitted to the Planning & Development Department as indicated above.

STEP 2: Building Department Review

If applicable, the Building Department reviews completed Building Permit Applications for compliance with local codes and other applicable ordinances. Your approved Building Department application is forwarded to the Planning & Development Department for HDC review. Upon receipt of a complete application, the Planning & Development Department will conduct a site visit, prepare a Staff Report, and schedule your project for review on the next available HDC Agenda.

STEP 3: Review by the Historic Districts Commission

The HDC conducts a review of your proposed work, applying the standards provided in the City's Historical Preservation Ordinance and by following the Secretary of the Interior's Standards for Rehabilitation. (original wording)

The HDC conducts a review of your proposed work, applying the Secretary of the Interior's Standards for Rehabilitation and those standards provided in the City's Historical Preservation Ordinance. (suggested rewording)

The Commission will review and act upon only exterior features of a resource unless interior work will cause a visible change to the exterior.

STEP 4: Rendering a Decision

The Commission may:

- Approve your proposed work and issue a *Certificate of Appropriateness*;
- Deny the proposed work, or
- Give permission, pursuant to a finding under Section 118-164 of the Historical Preservation Ordinance, *Notice to Proceed*, for work that is not appropriate, but will be permitted due to financial hardship or community needs.

The HDC is obligated to render a decision within sixty (60) calendar days of receipt of a completed application, unless an extension has been agreed upon, in writing, with the applicant. (original wording)

The HDC is obligated to render a decision within sixty (60) calendar days of receipt of a completed application, unless an extension has been agreed upon, in writing, with the applicant. (suggested rewording)

STEP 5: Approval

If your proposed work is approved, the HDC files a *Certificate of Appropriateness* or *Notice to Proceed* with the Building Department, and a Building or Demolition Permit **is** issued where applicable.

The *Certificate of Appropriateness* or *Notice to Proceed* shall be effective for one (1) year, unless extended by the Commission.

Notice to Proceed

A *Notice to Proceed* means that the work is inappropriate but the Commission has found that the work is necessary to correct a public safety hazard, enable a major improvement project that will substantially benefit the Community, correct an act of God or of the government that has created a financial hardship for the owner, or retaining the resource is not in the interest of the majority of the Community.

Denial

A *Denial* shall be binding upon the Building Department, and no Permit (where applicable) shall be issued. The *Denial* shall contain a written explanation by the HDC and provide suggested changes to the applicant. (original wording)

A *Denial* shall be binding upon the Building Department, and no Permit (where applicable) shall be issued. The *Denial* shall contain a written explanation of the reasons for denial, provide suggested changes and explain the applicant's right of resubmission or appeal. (suggested rewording)

In the case of a *Denial*, the applicant may do the following:

- Make modifications to the plans and resubmit the application; or
- Appeal the decision to the State Historic Preservation Review Board (appeal to be filed within sixty (60) days after the decision is provided to the applicant); and
- If aggrieved by the State Historic Preservation Review Board, appeal the decision to the Circuit Court having jurisdiction (appeal to be filed within sixty (60) days).

Work Done Without Permit

When work has been done upon a resource without a permit, and the HDC finds that the work does not qualify for a *Certificate of Appropriateness*, the Commission may require the owner to restore the resource to the condition the resource was in before the inappropriate work was done, or to modify the work so that it qualifies for a *Certificate of Appropriateness*. This type of activity is a civil violation of the Ordinance and is subject to a fine.



Quick Facts about the State Historic Tax Credit

Property must be in a locally designated historic district if your population is greater than 5,000. Otherwise the property must be listed in the National Register of Historic Places or on the State Register of Historic Sites.

Total cost of project or group of projects must be at least 10% of the SEV (State Equalized Value) of the property.

Work must be approved by the State Historic Preservation Office and meet “The Secretary of the Interior’s Standards.”

The work is reviewed by the State by submitting a 3 part application. Each part can be submitted separately or as one package to the State. There are application fees.

“Before” photographs are essential to the application.

Work must take place within a five year period.

You can get 25% of the cost of your rehabilitation work back through your state income taxes as an income tax credit.

You get the credit in the year that part 3 of the application is certified.

If your credit exceeds your tax liability for that year the credit can be carried forward until it is used up or for 10 years, whichever comes first.

Interior and exterior work both qualify as expenses for the credit. Examples of work that qualify: window repair, porch repair, tuckpointing, painting, new furnace/air conditioning, new plumbing, new wiring, hardwood floor refinishing.

Examples of work items that do NOT qualify: new appliances, new fencing, additions, landscaping.

Even if your work is approved by the state you must still get exterior work approved by the Historic District Commission and vice versa. They are 2 separate processes.

It is highly recommended that you get work approved by the State BEFORE you undertake your project. Even if only part of your project does not meet “The Secretary of the Interior’s Standards” you will not receive the credit for any part of your rehabilitation and you will not be eligible to apply for the credit for 5 years.

If you sell the property within 5 years of taking the credit you must repay portions of the credit.

Questions can be directed to: Bryan Lijewski, 517-373-1631 or lijewskib@michigan.gov

To request an application call: 517-373-1630 or at the SHPO Website:
<http://www.michigan.gov/hpcredit>