



CITY OF CHARLEVOIX

Historic District Commission

210 STATE ST. CHARLEVOIX, MICH. 49720

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APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY

ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S

NAME: \_\_\_\_\_

APPLICANT'S MAILING

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

1. Describe in detail each proposed exterior alteration, improvement or repair. (Use additional paper if necessary)

2. Will the repair or alteration match existing or original materials and design? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, explain:

3. If work proposed involves repointing or tuck-pointing, will the new mortar match the original mortar in color, joint profile, and composition? YES \_\_\_\_\_ NO \_\_\_\_\_ NOTE: Obtain and refer to preservation brief #2 when masonry alterations are proposed. If no, explain:

4. Is there any pending action by another City Department or Regulatory Agency? (Housing Inspection, Zoning, Etc.) YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please specify:

5. Is this request the result of a disability? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please explain:

6. What are the approximate start and finish dates of the proposed work?

Start: \_\_\_\_\_ Completion: \_\_\_\_\_

7. Are there smoke detectors in the building? Yes \_\_\_\_\_ No \_\_\_\_\_

APPLICANT'S

SIGNATURE: \_\_\_\_\_

APPLICATION APPROVALS EXPIRE AFTER 12 MONTHS

NOTE: IF PROPOSED WORK INVOLVES REPAIRS TO OR REPLACEMENT OF EXTERIOR COMPONENTS MATCHING THE EXISTING (OR ORIGINAL) MATERIALS AND DESIGN, APPLICATION MAY BE APPROVED BY STAFF. ALL WORK MUST BE COMPLETED WITH GOOD WORKMANSHIP, MEETING CONSTRUCTION INDUSTRY STANDARDS. IF ANY CHANGES ARE PROPOSED FOR AN EXTERIOR DESIGN FEATURE, THE HISTORIC PRESERVATION COMMISSION MUST REVIEW THE APPLICATION.

IMPORTANT: The following information will help the Commission understand the work you propose to do. Please include any other information that you feel will assist the approval of your application.

**MATERIALS TO BE SUBMITTED BY APPLICANT:**

- Photograph of the entire structure in its present condition as seen from the street. The photographs should be labeled with the address and date of photo.
- Current close-up photographs of each portion of the structure, in its present condition, the area(s) that are proposed for alteration, removal or replacement. Each photograph should be labeled to indicate what is shown, address, and date of photograph.
- Elevation drawings (scaled or near to scale) of any side of the structure proposed for alteration, improvement or new construction, showing complete architectural details to be added, removed or altered. If proposed work involves any alteration, removal or improvements of one architectural detail (example: a window, door entrance or roof cornice), then scaled drawings of these details may be submitted in place of elevation drawings.
- Sketch to identify all existing and proposed materials and finishes.
- Materials list, including size and type of material.
- Physical samples of materials, items or devices to be installed, or manufacturer's brochures.
- Illustrations/pictorial information which accurately depict color, texture and scale of all new materials, items or devices.

**NOTE: All photos, drawings and physical samples, etc., become the property of the HDC/City of Charlevoix. These may be returned to the applicant upon request after no longer needed by the Commission/City.**

**RETURN THIS FORM AND SUPPORTING MATERIALS TO:**

HISTORIC DISTRICT COMMISSION

210 State Street

Charlevoix, MI 49720

FAX: 231-547-3617

PHONE: 231-547-3257

**NOTE:** Applications for Certificates of Appropriateness must be submitted **BY** the filing date **PRIOR TO** the monthly meeting to ensure a place on the agenda. The Charlevoix Historic District Commission meets on the fourth Friday of each month. Incomplete applications **will not** be scheduled until all necessary information has been received. **For assistance contact: Lindsey Dotson, Main Street DDA Director, at (231) 547-3257.**

**ATTENDANCE AT THE COMMISSION MEETING IS STRONGLY RECOMMENDED, SEE ATTACHED INSTRUCTIONS.**

**The Commission meets on the fourth Friday of each month at 11:00 a.m. at City Hall in the 2nd Floor Conference Room at 210 State Street. The applicant may call (231) 547-3257 for assistance in completing this application.**

## **INSTRUCTIONS TO APPLICANTS**

1. An application **must** be submitted and approved before making any additions, alterations or repairs affecting the exterior appearance of a resource or property within a Historic District or upon a designated Historic Landmark. This includes, but is not limited to: houses, garages, carriage houses, fences, walls, sites, objects, commercial and industrial structures, sheds, land contours, paving, signs and awnings.

**The City of Charlevoix, 210 State Street, will receive applications and schedule a review date to ensure a timely review by the Historic District Commission.**

2. Applications that indicate the work will match existing or original materials and design may be **administratively approved** by City Staff. Staff may approve: re-roofing, repointing, chimney repair, storm windows and doors, repair of siding/trim, repair of other features.

3. Painting: The proposed painting of masonry, stone, brick, foundations, metal or other surfaces that have never been painted before must have approval from the Commission before proceeding. **The painting of wood siding, trim and other previously painted elements do not need approval.**

4. All approved work must be completed with **good workmanship**. Some work may require a separate Building Permit.

5. The Commission follows the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings when reviewing applications.

6. The Commission has written guidelines regarding the following:

- Porches
- Paving, retaining walls, garden structures and landscaping
- Fences
- Exterior masonry cleaning
- Windows and doors
- Business signs
- Garage and carriage house doors
- Artificial siding and trim
- Skylights and solar systems
- Infill development (new construction)
- Gutters and downspouts
- Placement of satellite dishes

7. Applications should follow the above standards and guidelines when applicable. Copies are available from the City of Charlevoix at 210 State Street.

8. Historic photographs of properties may be available from:

Charlevoix Historical Society .....(231) 547-0373

**THE HISTORIC PRESERVATION OFFICE HAS THE FOLLOWING INFORMATION AVAILABLE:**

- Porches, Guardrails, Handrails: Examples of Approved Applications. Skylights: Design and Upkeep of Rooftop Windows: HPC Guidelines.
- Storm Doors and Storm Windows: HPC Guidelines.
- Gutters: Installation of Half-Round Metal Rain Gutters.
- Researching the History of a Property.
- Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. HPC Guidelines.
- Signs for Main Street (from National Trust); See Preservation Brief #25.
- Public Improvements on Main Street (from National Trust).

**PRESERVATION BRIEFS:** Technical bulletins to assist in recognizing and resolving common repair problems.

#1 The Cleaning and Waterproof Coating of Masonry Buildings.

#2 Repointing Mortar Joints in Historic Brick Buildings.

#3 Conserving Energy in Historic Buildings.

#4 Roofing for Historic Buildings (also see #19, #29, # 30).

#5 The Preservation of Historic Adobe Buildings.

#6 Dangers of Abrasive Cleaning to Historic Buildings.

#7 The Preservation of Historic Glazed Architectural terra cotta.

#8 Aluminum and Vinyl Sidings on Historic Buildings (also see #16).

#9 The Repair of Historic Wooden Windows.

#10 Exterior Paint Problems on Historic Woodwork.

#11 Rehabilitating Historic Storefronts.

#12 The Preservation of Historic Pigmented Structural Glass.

#13 The Repair and Thermal Upgrading of Historic Steel Windows.

#14 New Exterior Additions to Historic Building Exteriors (also see #8).

#15 Preservation of Historic Concrete: Problems and General Approaches.

#16 The Use of Substitute Materials on Historic Building Exteriors (also see #8).

#17 Architectural Character: Visual Aspects of Historic Buildings as an Aid to Preserving their Character.

#18 Rehabilitating Interiors in Historic Buildings.

#19 The Repair and Replacement of Historic Wooden Shingle Roofs.

#20 The Preservation of Historic Barns.

#21 Repairing Historic Flat Plaster Walls and Ceilings.

#22 The Preservation and Repair of Historic Stucco.

#23 Preserving Historic Ornamental Plaster.

#24 Heating, Ventilating, and Cooling Historic Building: Problems and Recommended Approaches.

#25 The Preservation of Historic Signs.

#26 The Preservation and Repair of Architectural Cast Iron.

#27 The Maintenance and Repair of Architectural Cast Iron.

#28 Painting Historic Interiors.

#29 The Repair, Replacement and Maintenance of Historic Slate Roofs.

#30 The Preservation and Repair of Historic Clay Tile Roofs.

#31 Mothballing Historic Buildings.

#32 Making Historic Properties Accessible.

#33 The Preservation and Repair of Historic Stained and Leaded Glass.

#34 Applied Decoration for Historic Interiors: Preserving Composition Ornament.

#35 Understanding Old Buildings: The Process of architectural Investigation.

#36 Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes.

#37 Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing.

#38 Removing Graffiti from Historic Masonry.