

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic District Commission
City of Muskegon
933 Terrace Street
Muskegon, Michigan 49440
(231) 724-6702 - Fax (231) 724-6790

DATE SUBMITTED:

APPLICATION NUMBER (to be filled in by staff):

20__ - ____

PROPERTY ADDRESS IN HISTORIC DISTRICT:

Please type or print all information.

NAME OF APPLICANT/PROPERTY OWNER:

Name and phone number of person to be contacted on matters involving this application, if other than applicant listed at left:

APPLICANT MAILING ADDRESS + ZIP CODE:

APPLICANT PHONE NUMBER:

()

Alternate phone number:

()

APPLICANT EMAIL ADDRESS:

HISTORIC DISTRICT NAME:

TYPE OF APPLICATION:

- ☐ New Construction
- ☐ Rehabilitation/Restoration
- ☐ Demolition
- ☐ Addition
- ☐ Other (specify) _____

PRESENT USE OF PROPERTY:

- ☐ Residential
- ☐ Commercial
- ☐ Institutional
- ☐ Other (specify) _____

PROPOSED WORK START DATE:

PROPOSED WORK COMPLETION DATE:

CONTRACTOR/BUILDER (name, address, phone number):

DESCRIPTION OF WORK PROPOSAL (Be specific and describe each project and materials to be used separately. Use back of form or additional sheets if necessary):

Space below for Staff Comments:

- ☐ I certify that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.

*If a site plan or architect drawings are submitted that are larger than 8.5" x 11", applicant must submit 8 copies with this application.

APPLICANT'S SIGNATURE: _____

PROCEDURE AND REQUIREMENTS:

Properties within one of the nine Muskegon Historic Districts are subject to the Historic District Ordinance of the City of Muskegon (Chapter 38, Sections 101-123 of the Code of Ordinances). The purpose of the ordinance is to preserve and protect our historic resources. The Historic District Commission (HDC) is established by the Ordinance, and has the authority to review and approve all work permit applications and plans for exterior property improvements within these districts. Regular building maintenance is permitted and encouraged; however, a work permit is required for all alterations, significant repairs, new construction, demolition, moving of buildings, and all other activities affecting the exterior appearance of buildings and properties within these districts. Please consult the HDC local standards for specific details on permissible work.

This application must be received by the Planning Department no less than 13 days prior to regularly scheduled monthly HDC meeting. The meeting is held every first Tuesday of the month at 4:00 p.m. in the City Commission Chambers, City Hall. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.

The following information should be included with this application. Additional information may be requested.

- Current photo of the structure as seen from the street and where proposed work is to take place.
- Sketch, drawing or plans and/or elevations of proposed work. Provide dimensions and where this work is in relation to the main structure.
- Drawings to show details and specifications of ornamental features.
- Where appropriate, plan showing property lines for fencing, projected view of structure for signs, perspective drawing for new additions, etc.

Note: Information contained in this application, as well as supporting documents, may be subject to review by the public if a Freedom of Information Act request is filed.

Use this space for additional project information if needed