

## CITY OF FLINT HISTORIC DISTRICT COMMISSION

OFFICE USE:
Date Received
HDC Review Date
COA Approved/Denied
Receipt

## CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

Applications will be reviewed by HDC staff for completeness and placed on the appropriate Flint Historic District Commission meeting agenda. Only complete applications will be accepted. Application submittal deadlines are 14 calendar days prior to the scheduled meeting. Historic District Commission meetings are held on the 1<sup>st</sup> Thursday of each month at 5:30 P.M. **PLEASE SUBMIT APPLICATIONS WELL IN ADVANCE OF ANTICIPATED DATES OF WORK!** 

Date:	Review Fee	Review Fee: Residential \$20, Non-Residential \$50				
Applicant:			Property Ov	wner: :		
Address	Street			City	State	Zip Code
Telephone #':		Email:				
Subject Property Address				Parcel ID No.		

## Materials to submit for review:

Attach detailed drawings for new construction, additions, or structural changes – *include dimensions of existing set-backs and list the required set-backs.* For buildings that are not single or two-family residential, drawings must be signed and sealed by a licensed engineer, architect or surveyor. Written specifications should only include exterior areas.

□ All submittals must include color photographs sufficiently documenting the existing conditions of all exterior areas indicated on your application.

Detail the full extent of exterior work:

(Continued on reverse page)



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List materials to be used in the project including dimensions and descriptions. Manufacturer specifications sheets should be provided whenever possible:
Project cost: \$
Applicant Signature

Applications are reviewed based on the **Secretary of the Interior's Standards for the Treatment of Historic Properties.** Depending on the work being proposed, standards may relate to Preservation, Rehabilitation, Restoration, and/or Reconstruction. A link to the National Parks Service site can be found on the City of Flint Historic District Commission webpage (<u>https://www.cityofflint.com/historic-district-commission/</u>). Applicants are responsible for reviewing these standards and showing the proposed work meets the applicable standards for review. Please contact staff if you have any questions.

Please submit applications well in advance of any dates of work for proposed projects. The Historic District Commission meets once a month, and time is needed for staff to review applications for completeness. Work cannot begin until all appropriate HDC, Zoning, and Building Permits are obtained.