



CITY OF FLINT HISTORIC DISTRICT COMMISSION

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

NOTICE TO PROCEED 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 1st Thursday of each month at 5:30 P.M. **PLEASE SUBMIT APPLICATIONS WELL IN ADVANCE OF ANTICIPATED DATES OF WORK!**

Date: _____

Review Fee: Residential \$20, Non-Residential \$50

Applicant: _____

Property Owner: : _____

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.
- Demolition requests require reports from qualified persons detailing the structural challenges of bringing the structure up to code/to historical likeness. Cost feasibility should be established in submitted reports along with photographs.
- 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. Include details of non-complaint features and supporting information as to why certain standards cannot be met:

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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**. A Notice to Proceed may be approved for projects that do not meet all standards for a Certificate of Appropriateness but meet the requirements of **Sec. 5 of the Local Historic Districts Act, being Act 169 of 1970**. 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 (<https://www.cityofflint.com/historic-district-commission/>). 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.