

# Process for Requesting Design Assistance Historic District Commission A Step-By-Step Guide

Applicants with complex projects can request Design Assistance from the Historic District to assist them with the requirements of the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs. These requests must be submitted **at least 10 days** prior to a meeting. This is not a formal request to the Historic District Commission. An application for a Certificate of Appropriateness is required for all projects in the District.

- Introductory Meeting with Staff or Museum Director/Curator Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
- Submission of Application Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request.
- Meeting Applicant will discuss their project with the Commission. The Commission will provide feedback that the applicant can use for their application for a Certificate of Appropriateness.

Applicant will complete an application for a Certificate of Appropriateness.





Historic District Commission
Planning & Zoning Department
70 Maple Street
Manistee, MI 49660
231.398.2805
www.manisteemi.gov

### **Request for Design Assistance**

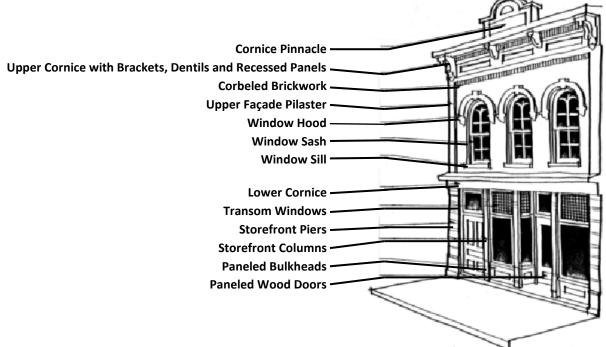
#### **Please Print**

## **Submission of Request** This request must be submitted at least 10 days before a regularly scheduled meeting to be placed on the Historic District Commission Agenda for review. This is for assistance from the Historic District Commission prior to making Application for a Certificate of Appropriateness. An Application for a Certificate of Appropriateness is Required for all projects in the District. Property/Applicant Information Address: Parcel # Name of Owner or Lessee: Address: Phone #: Cell#: e-mail: Name of Contractor (if applicable): Address: Phone #: Cell#: e-mail: License Number: **Expiration Date: Description of Work** Describe the proposed project [Use checklist to detail project] Attach Photos, sketches, material information for proposed project. **Authorization** Applicant Signature: Date: Office Use Only HDC -Notes: Date: \_ Signature:

Design Assistance Page 1 of 2

#### **Design Assistance**

This drawing depicts many of the types of historical decoration found in the Manistee Historical Business District. While all of the elements may not apply to your building this should assist in listing areas of renovation. Below is a check list to assist in the application process. Please check all that apply to your project and give a brief explanation of proposed work. Use additional pages if necessary.



Check all of the Renovations that Apply to your project and give a brief explanation of the project attach additional sheets if necessary – Example		
	Cornice Pinnacle:	<u>N/A</u>
Х	Upper Cornice	Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
Х	Corbeled Brickwork	Clean using method prescribed in Preservation Brief #1
	Cornice Pinnacle	
	Upper Cornice	
	opper connec	
_	0 1 1 10:1	
	Corbeled Brickwork	
	Upper Façade Pilaster	
	Window Hood	
	Williad W 1100a	
<u> </u>		
	Upper Windows	
	Lower Cornice	
	Transom Windows	
	Transom vindows	
_	C. ( . D.	
	Storefront Piers	
	Storefront Columns	
	Paneled Bulkhead	
	. arreita Bailliteaa	
	First Floor Windows	
	FIRST FIOOT WINDOWS	
	Doors	
	Other	
		1

Design Assistance Page 2 of 2