



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

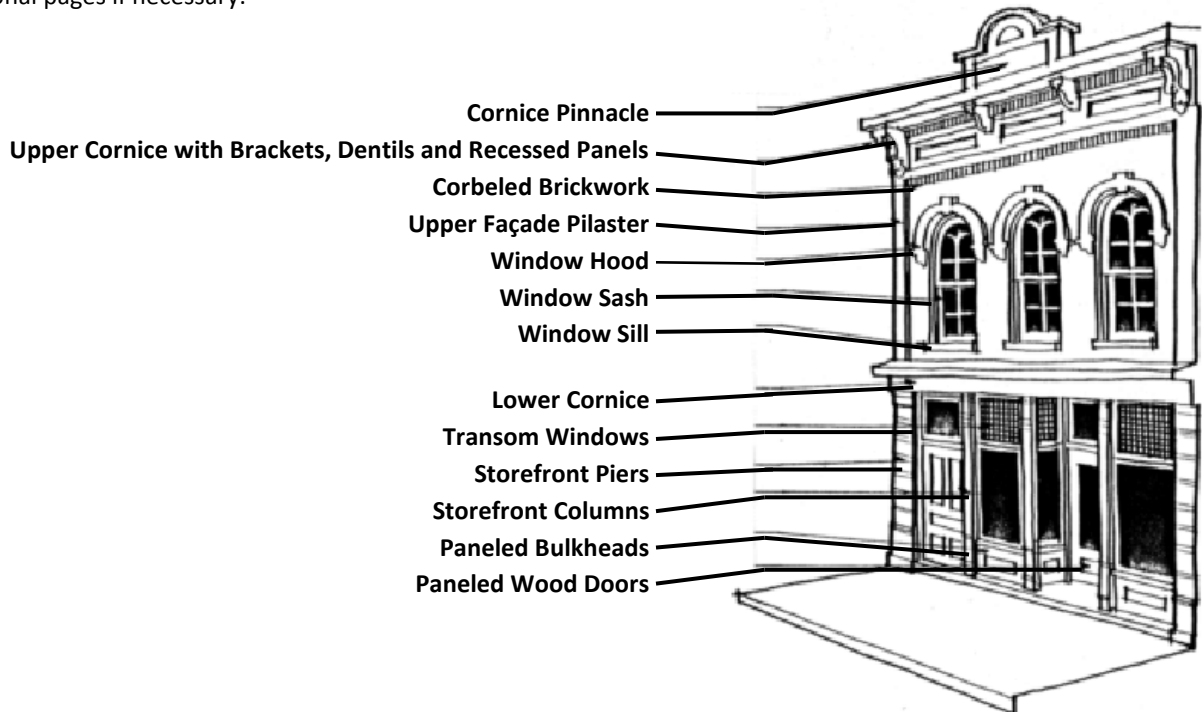
Applicants with complex projects can request Design Assistance from the Historic District to assist them with the requirements of the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs. These requests must be submitted **at least 10 days** prior to a meeting. 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.

- 1** **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.
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- 2** **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.
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- 3** **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](#).

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	
<input type="checkbox"/> Cornice Pinnacle:	<u>N/A</u>
<input checked="" type="checkbox"/> Upper Cornice	Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
<input checked="" type="checkbox"/> Corbeled Brickwork	Clean using method prescribed in Preservation Brief #1
<input type="checkbox"/> Cornice Pinnacle	
<input type="checkbox"/> Upper Cornice	
<input type="checkbox"/> Corbeled Brickwork	
<input type="checkbox"/> Upper Façade Pilaster	
<input type="checkbox"/> Window Hood	
<input type="checkbox"/> Upper Windows	
<input type="checkbox"/> Lower Cornice	
<input type="checkbox"/> Transom Windows	
<input type="checkbox"/> Storefront Piers	
<input type="checkbox"/> Storefront Columns	
<input type="checkbox"/> Paneled Bulkhead	
<input type="checkbox"/> First Floor Windows	
<input type="checkbox"/> Doors	
<input type="checkbox"/> Other	