



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.
↓
- 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.
↓
- 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](#).



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

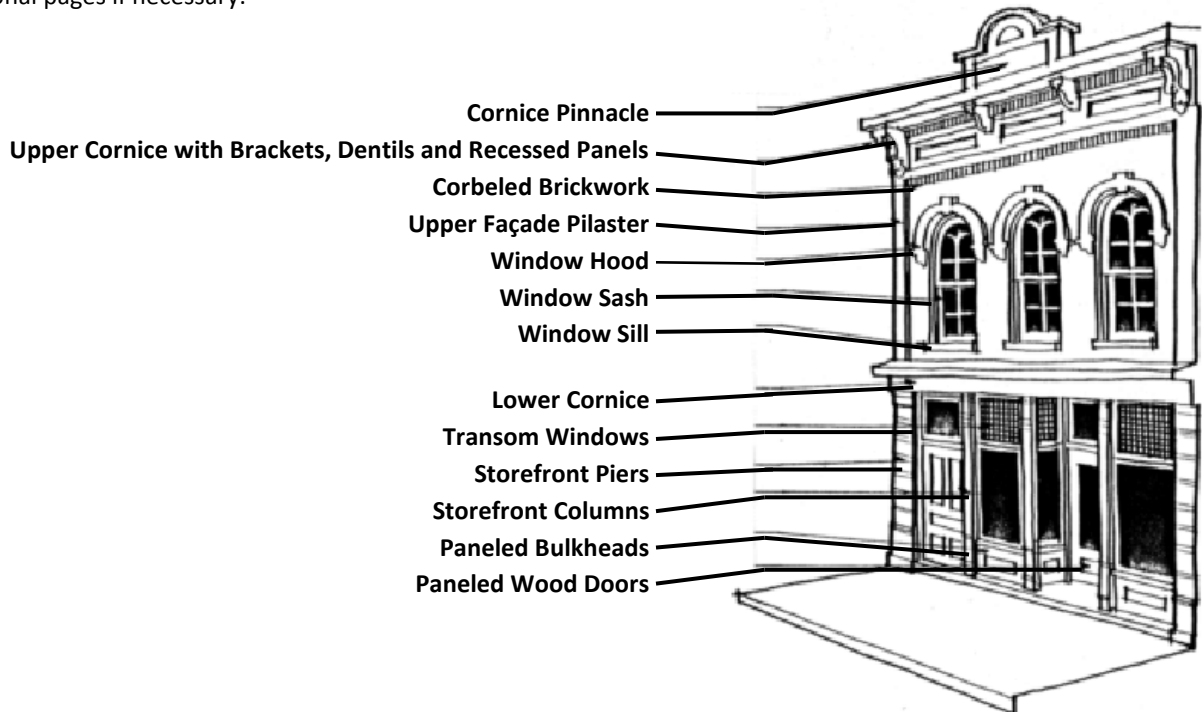
Request for Design Assistance

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. <i>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.</i>		
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: _____	
Signature: _____		Date: _____

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> |
| X | Upper Cornice | Repair and replace with new materials. Wood will be used and painted to match exiting color scheme. |
| X | 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	