



Routine Repair and Maintenance Requests Museum Director/Historic District Commission A Step-By-Step Guide

The Museum Director/Curator has been designated by the Commission to review projects that are considered to be routine in an effort to expedite requests, reserving the right to forward the request to the Commission at their discretion. The requests that the Museum Director/Curator have oversight include:

Routine Repair & Maintenance - The Historic District Commission is sensitive to the desire for property owners to maintain their buildings in the Manistee Commercial Historic District. Requests for Routine Repair and Maintenance must be approved by the Museum Director or Curator.

- 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** **Request Approved** – Staff will process permit and necessary paperwork.

Once project is completed the project will be reviewed and a Certificate of Compliance will be sent for the applicants files.



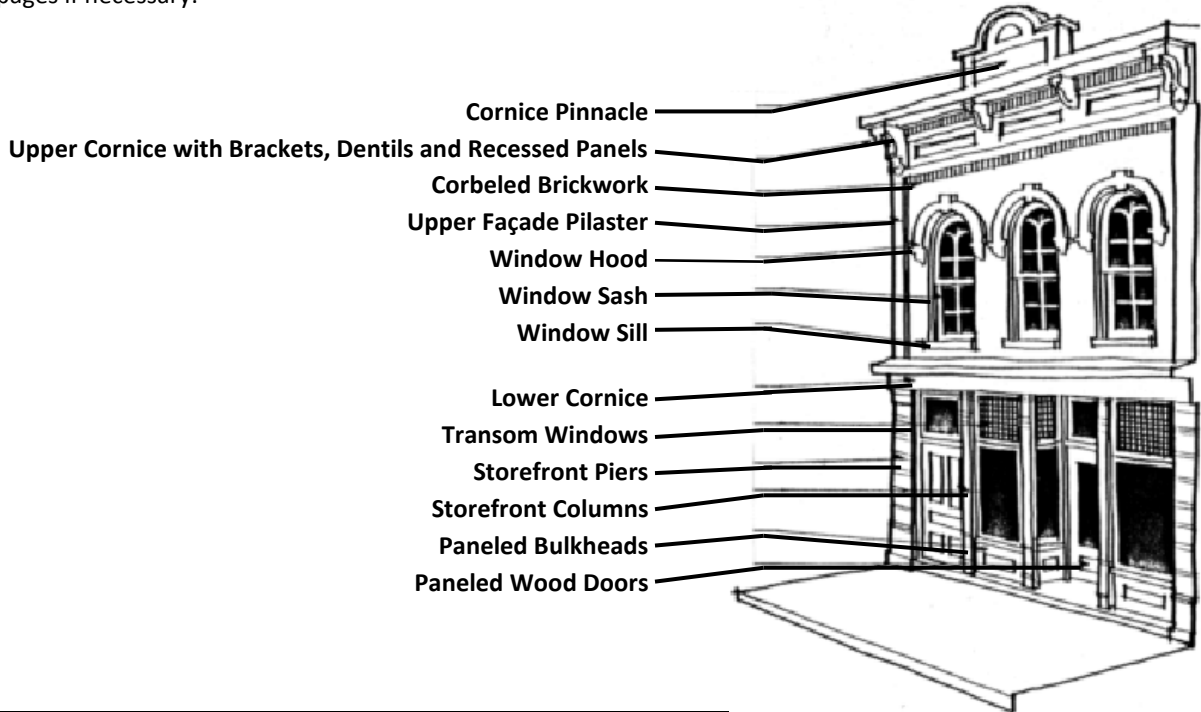
Historic District Commission
 Planning & Zoning
 395 Third Street
 Manistee, MI 49660
 231.723.6041 (phone)
 231.398.3526 (fax)

Application for Routine Maintenance
Certificate of Appropriateness
Please Print

Submission of Request		
<p>The Historic District Commission is sensitive to the desire for property owners to maintain their buildings in the Manistee Commercial Historic District. The Historic District Commission has developed this policy to assist in the requests for routine repair and maintenance in the district. Approved Routine Repair & Maintenance projects will post a copy of the application in the window of the building. Once a permit is issued the permit will be posted in its place until work is completed.</p>		
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]		
<p>Proposed Start Date _____ Proposed Completion Date _____</p>		
Authorization		
<p><i>By Signing this form the Applicant/Owner agrees that in the event Historical Elements are uncovered /discovered during this maintenance the element must be left in place. Removal may be allowed with the prior approval of the Museum Director or the Community Development Director. The applicant is responsible to contact either of them for assistance before removing any historical element. (The applicant may wish to contact the Museum Director or Community Development Director before proceeding with the maintenance to determine the potential value of the discovery and/or potential resources for and benefits of restoration of the element.)</i></p>		
Applicant Signature: _____		Date: _____
<p><small>EXAMPLE: Old glass is discovered behind an added wood panel that is being replaced as part of an approved maintenance project. The old glass must be left in place; the finding must be documented (photographed from all angles); Then prior approved maintenance may proceed; the Museum Director or Community Development Director must be informed of the finding and provided with the documentation for file. This allows documentation of the existing element for future reference in the event of redevelopment/restoration or sales to prospective buyers interested in historic restoration/tax credits.]</small></p>		
Office Use Only		
HDC - _____ - _____	Notes:	
Signature: _____		Date: _____

Routine Maintenance Checklist

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	<u>Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.</u>
<input checked="" type="checkbox"/> Corbeled Brickwork	<u>Clean using method prescribed in Preservation Brief #1</u>
<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	