



Historic District Work Review Application

Neighborhood Services Department
Suite 211, City Hall
301 Washington Ave., Bay City, MI 48708
989-894-8179 • smckillop@baycitymi.org

The City administers Historic District regulations governing the alteration and demolition of residential and non-residential buildings and structures located in the City's Center Avenue and Midland Street Historic Districts. The regulations provide for routine maintenance of buildings and structures, as well as the prior review and approval of work that alters the exterior architectural appearance of buildings and properties. Work is classified as major or minor. Minor work is subject to prior approval by the City's Historic Preservation Officer. Major work is subject to prior approval by the City's Historic District Commission.

Applications may be filed at the City's Neighborhood Services Department, by U.S. mail, or email. Persons having questions about the City's Historic District regulations or requiring assistance with filing an application may contact the City's Historic Preservation Officer at (989)894-8179 or smckillop@baycitymi.org.

Please note: Applicants, applicants' contractors, or other persons having knowledge of and able to answer questions about applicants' projects must attend Historic District Commission (HDC) meetings at which their project will be reviewed. Prior notice of such meetings will be provided to applicants the week preceding HDC meetings.

Address of Property

Street Address: _____

Historic District: _____ Center Avenue _____ Midland Street

Applicant

Name: _____

Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Email: _____

Property Owner (Required if applicant does not own the property)

Name: _____

Resident Agent Name(s): _____

Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Email: _____

Additional Materials

Applications must be submitted with the following materials as determined by the Historic Preservation Officer:

1. Project Description

A written description of all work that will alter the exterior appearance of the property.

2. Original Color Photographs

Digital color photographs or original color prints: Include one street view of the building(s) and one view of each building elevation that will be affected by the proposed work. Digital photos may be submitted in jpg format by email. Color prints (4" by 6" minimum) may be submitted in lieu of digital photos. Historic photographs of property are appreciated, though not required.

3. Material/Product Literature & Specifications

Material and product literature or cut sheets for all material and products proposed for use in the project must be provided. Links to material and literature at manufacturers' websites may be provided in lieu of printed materials. Material samples may be required on a case-by-case basis and are generally required for all new construction and substantial alterations to existing buildings.

4. Plans & Elevations

When required, one scale drawing or set of scaled plans. Drawings/plans must be submitted on 8"x11", 8"x14" or 11"x17" white paper, or in digital format. Drawings and plans must include date, scale, cardinal points (N, S, E and W) and materials list. Projects involving major construction may require drawings that meet professional standards.

Elevations - Elevation drawings are required for most projects. Elevation drawings should illustrate existing conditions and proposed alterations at all elevations that will be affected by proposed work. A 1/4" = 1' scale or larger is required for most residential-scale projects.

Elevation detail and cross section drawings are required for proposed projects (including new construction and major alteration)

Full scale details are required for certain proposed new architectural elements (moldings and other trim elements, for example.) Materials/Product specifications are encouraged.

A site plan is required for all new construction and additions to existing buildings and structures.

Perspective drawings may be required for proposed new free-standing construction or substantial alterations of existing buildings or sites.

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Signatures

Applicant Date

Property Owner Date

Staff Use Only

New work Repair work Filed in response to City Code violation notice

Modification of previously approved project

Application accepted by: _____ Date: _____

Case No. _____