



CITY OF NEW BALTIMORE
 36535 Green Street, New Baltimore, MI 48047
 City Clerk, Marcia Shinska • 586-725-2151 • 36535 Green St. New Baltimore, MI 48047

**HISTORIC DISTRICT COMMISSION
 APPLICATION FOR WORK**

Property Address: _____

HDC File Number: _____

Owner: _____

Applicant: _____

Address: _____

Address: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Contractor: _____

Tenant/Occupant: _____

Address: _____

Address: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Year building was constructed: _____

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

Description of work proposed:

1. Photographs of the property which include all sides of all buildings
2. Applicants MUST attend the Commission meeting in which their application is considered
3. Brochures of all materials proposed in the project
4. Additions and New Construction: Architectural drawings of site plan floor plans & elevations
5. Signage: City of New Baltimore Application for Sign Permit & required drawings
6. Other information as requested by the Commission or City Staff
7. Applicant must submit 16 copies of photographs, sample materials, site plans, etc. upon submitting application

OFFICE USE ONLY:

Preliminary Inspector Review: _____ Date: _____

HDC Action: COA _____ NTP _____ DENY _____

Conditions _____

HDC Chairman: _____ Date: _____

Date Received: _____ Date Complete: _____ Date HDC Informed: _____

Meeting Dates: Initial _____ Regular: _____ Final: _____

Date Decision Letter Sent: _____ By: _____

Building Permit Issued: _____ Date: _____ B.P.# _____

City of New Baltimore Historic District Commission Application Requirements:

The Historic District Commission reserves the right to request additional information on a case-by-case basis.

General Work (Doors, Windows, Roofs, Siding, Porches, Garage Doors)

Historic Application Fee \$50.00

- Completed City of New Baltimore HDC Application for Work
- Completed City of New Baltimore Application for Zoning Compliance Permit (for roofs or siding)
- A copy of the contract or work write up that gives a detailed description of all the work proposed
- A written description giving the location and condition of the existing elements to be replaced, (*for example: the front door is not original to the house and is in bad condition, or the second-floor windows on the south side are wood and have broken sash rails, and the sills are broken and rotted through the underside*)
- A brochure showing the configuration, materials and size of the new replacements (doors, windows, siding, etc.)

Fencing/Walls (including driveways, patios, and landscaping)

Historic Application Fee \$50.00

- Completed City of New Baltimore HDC Application for Work
- Completed applicable City of New Baltimore Application for Zoning Compliance Permit for Fence/Wall/Screening Wall or At-Grade Concrete/Pavers
- Dimensioned site plan showing property and exactly where the fence wall, driveway, or patio will be installed or removed, or where other landscaping will be installed or removed such as trees, hedges, etc.
- Brochures or drawings showing overall look, materials, and sizes of ALL materials/plants to be used

Sign Installation

Historic Application Fee \$100.00

- Completed City of New Baltimore HDC Application for Work
- Completed City of New Baltimore Application for Building Permit Signs
- Dimensioned drawing showing exactly what the sign will look like including text, materials, & lighting
- In cases where the sign will be attached to the building - provide a photo mock-up or elevation drawing

New Construction/Additions (including decks and garages)

Historic Application Fee \$200.00

- Completed City of New Baltimore HDC Application for Work
- Completed applicable City of New Baltimore Application for Building Permit (Decks, or Garage/Accessory Buildings)
- Site plan (plot plan) showing setbacks and grade elevations sealed by a certified engineer or surveyor
- Dimensioned drawings for floor plans and elevations, all elevations must be shown
- Brochures showing all materials to be used in the project

Demolition (including partial demolition)

Historic Application Fee \$500.00

- Completed City of New Baltimore HDC Application for Work
- Completed City of New Baltimore Application for Zoning Compliance for Razing
- A detailed, written description of why the demolition is being proposed, and the condition of the structure. (Review of the property by a structural engineer or preservation architect may be required by the Commission at the applicant's expense)
- A detailed, written description of what is proposed after the demolition is completed. In cases of new construction, the applicant must include the information required for a New Construction application above
- In cases of partial demolition, include an elevation drawing showing the building and surface treatments to newly exposed walls