Washtenaw County Historic District Commission

Outline of Procedure: Application for Work Approval

1. Applicant applies to local Township building authority for a building permit to conduct work in a County-designated historic district. Applicant given appropriate form to complete (see section 2, below), or is referred directly to the Historic District Commission.

2. Applicant applies to Historic District Commission.
   a. Applicant completes application form (see attached).
   b. Applicant submits supporting documents as appropriate. These may include but are not limited to: architectural drawings (including elevations, section drawings, details, and/or floorplans), site plans, specifications and samples of proposed materials to be used, informational brochures, proposed work schedule, and name of architect and contractors to do the work.
   c. Staff reviews application and notifies applicant as soon as possible if application is not complete.

2. Application package forwarded to Commissioners in time for next regularly scheduled meeting. Package to include application, supporting documents, staff report, and possible motion (motion to always be phrased in favor of application request).

3. Application reviewed by Historic District Commission at its next, regularly scheduled meeting. Motion is presented, discussed in context of the Secretary of Interior Standards for Rehabilitation and the local ordinance, and voted upon as follows: the motion is to be approved or approved with modifications (certificate of appropriateness), approved with notice to proceed, or denied. Vote to be a roll call vote.

4. Applicant is notified at meeting if present, or staff notifies applicant by phone, and issues letter within one week of vote that indicates result of vote as listed above. Copies of the letter are sent to applicant, owner, appropriate township, and HDC file.

5. Applicant of a denied decision may appeal the HDC decision on technical grounds within 60 days to the State Historic Preservation Review Board, or may make changes and submit new application to the HDC.

HDC certificate of appropriateness or notice to proceed are valid for 6 months from date of issue. If applicant does not act within that time, applicant must file new application with the HDC.

Washtenaw County Historic District Commission

Application for Work Approval

Township Building Department

Application Form
WCHDC Office

Attachments

Staff Review

Historic District Commission
General Meeting

Certificate of Appropriateness

Notice to Proceed

Denial

Applicant notified
Letters to Applicant, Owner, Township, File

Proceed with Work

Appeal