

Historic District Commissioner's Signature: _____

Date: _____

Note: Signature does not indicate approval

Note:

Completed Applications must be received by the Grosse Pointe Farms Building Department no later than **four weeks** prior to the regularly scheduled meetings of the Historic Commission. Be sure to include the signature of at least one member of the Historic District Commission on the application prior to submission. In making decisions about appropriate restoration or new construction modifications to a structure or space in an historic district, the Historic District Commission utilizes The United States Secretary of the Interior's *Standards for Rehabilitation*. Copies are available at the Grosse Pointe Farms City Offices or in U.S. Government bookstores..

The following Supporting Materials must be submitted with completed application. (the application is not considered complete until all are provided)

- A. Photographs of the entire structure showing at a minimum, all principal facades, in their present condition. Photographs must be labeled with the structure's address, orientation of the façade (north, south, east, west, etc), and date photograph was taken.
- B. Close-up photographs of each portion of the structure, in its present condition, that is proposed for construction, addition, alteration, repair, moving, excavation or demolition. Photographs must be labeled with a simple description of what is shown, the structure's address, and the date photograph was taken.
- C. Site Plan Drawings to scale at 1" = 20' or 1/8" = 1'-0", showing relationship of structure to the street, existing secondary structures if any, existing walks and drives, existing trees and shrubs, adjacent structures, and proposed addition(s) or demolition(s) to the above. Also indicate "north direction" on site plan.
- D. Exterior Elevation Drawing(s) to scale at 1/4" = 1'-0", showing proposed construction, addition, alteration, repair, moving, excavation or demolition in context with the existing features of the façade(s) and roof. Show complete architectural details to be added, removed, or altered. Also indicate new materials intended for use, existing materials to be restored, replaced, or repaired, and proposed location of the materials.
- E. Floor Plan Drawing(s) if relevant, to scale at 1/4" = 1'-0", showing impact of construction, addition, alteration, repair, moving, excavation or demolition, if any, on the exterior walls, interior walls or interior partitions within the structure.
- F. Physical samples of materials, items, or devices intended to be installed (or manufacturers' brochures which accurately depict color, texture, and size of materials, items, or devices intended to be installed).

Return this Application, Supporting Materials, and \$25.00 Fee to:

City of Grosse Pointe Farms
90 Kerby Road
Grosse Pointe Farms, Michigan 48236
Attn: Terry Brennan, Public Service Department
313/ 885.6600

For City use only:

Completed Application received: Yes No By: _____ Date: _____

Supporting Materials received: Yes No By: _____ Date: _____

Fee received: Yes No By: _____ Date: _____

For Commission use only:

Approval: Yes No
(attach meeting minutes)

By: _____

Grosse Pointe Farms Historic District Chairperson

Date: _____

Certificate of Appropriateness/ Notice to Proceed issued:

Yes No

Date: _____
