

LANSING HISTORIC DISTRICT COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

CITY OF LANSING
PLANNING OFFICE

FILE NUMBER: **HDC-** - _____

DATE SUBMITTED: _____

***No fee is required for processing.**

In accordance with Section 1220.06 of the Zoning Ordinance, the undersigned do hereby petition for a certificate of approval for exterior work in a local historic district.

Street Address: _____

Legal Description: _____

Name of Historic District: _____

Applicant: _____

Address: _____ Zip: _____

Phone: (Day) _____ Fax _____ E-mail _____

Name of Owner: _____

Address _____ Zip: _____

Phone: (Day) _____ Fax _____ E-mail _____

Interest in Property *(Please check)*

- Option to Buy Owner
 Leasee Represent Owner
 Other (Please specify) _____

AN APPLICATION FOR AN ISSUANCE OF A "CERTIFICATE OF APPROPRIATENESS" IS REQUIRED FOR ANY EXTERIOR WORK TO A PROPERTY LOCATED IN A HISTORIC DISTRICT.

If more space is needed for the items listed below, please attach extra sheets.

1. **Detailed description of proposed exterior alteration, addition, construction, repair or other work:**

2. **Will the repair or alteration match the existing materials and design?** Yes No

3. **Secretary of Interior Standards #(s) with which this proposal is in compliance or in conflict ?**

4. **If this petition is not granted, explain how your proposal will be affected:** _____

5. **Is there a financial hardship associated with this petition? (see Section 1220.06)** Yes No
If so, please complete an application for Financial Hardship. Attach it with this application and plans.

6. **Items to be submitted with the application (where applicable):**

- a. **A site plan drawn to a scale of at least 1" = 100'.** (Show the location of all structures and features existing and proposed, in relation to the lot lines and access points.
 Yes No
- b. **Photographs and/or drawings included.**
 Yes No
- c. **Material Samples/Manufacturer's Catalog Cuts** - Please describe size and type of all material exhibits.
- d. **Copies of contractor's appraisal's for work estimates.**

Please note: If the exhibits are not submitted in a timely manner prior to the HDC meeting, the petition may be tabled or the process delayed.

The following items # 7 -10 are requested by the Planning Office for compliance with the Zoning Ordinance as part of the Building Permit Application review process.

7. **Zoning of the property:** _____ Lot dimensions _____ x _____

8. **Flood plain information.** Property located in the flood plain? Yes No

9. **Is this property residential?** Yes No
of Efficiency units: _____ # of One bedroom units: _____
of Efficiency units: _____ # of One bedroom units: _____
Total # of units: _____ Total # of Bedrooms: _____
of accessible on-site parking spaces: _____

10. **Is this property non-residential?**
of employees (largest shift): _____
of accessible on-site parking spaces: _____
Hours and days/week of operation: _____

APPLICANTS, OWNERS OR THEIR REPRESENTATIVES ARE ENCOURAGED TO ATTEND THE COMMISSION MEETING AT WHICH THEIR APPLICATION WILL BE REVIEWED. (See HDC meeting schedule)

Please file this petition with the Planning Office.

Signature of Applicant: _____ **Date:** _____

Printed Name: _____

For assistance, please contact the Planning Office
316 N. Capitol Avenue, Suite D-1, Lansing, Michigan, 48933-1236.
Phone #: (517) 483-4067 or 483-4084. Fax #: (517) 483-6036

