



CITY OF LANSING HISTORIC DISTRICT COMMISSION

316 N. CAPITOL AVENUE • LANSING, MI 48933-1236 • (517) 483-4066 • FAX: (517) 483-6036

PLANNING OFFICE 316 N. CAPITOL AVE., SUITE D-1

Andy Schor, Mayor

APPLICATION PROCESS FOR A CERTIFICATE OF APPROPRIATENESS

An application for a Certificate of Appropriateness (CoA) must be received by the Planning Office of the Economic Development & Planning Department, a minimum of 21 days before the Historic District Commission meeting at which the application will be on the agenda for review. Regular HDC meetings are scheduled for the second Monday of each month at 5:30. (See online schedule).

Applicants are welcome to schedule a preliminary meeting with staff and/or the Historic District Commission prior to the formal consideration of the application. The Commission reviews proposed alterations or additions to the exterior of a structure, as well as new construction or demolition of any structure within the Local Historic District.

The following information shall be attached to the application for a CoA when applicable. Additional information is encouraged:

1. Site plans (when applicable) displaying existing property lines, setbacks, access points, structures, parking, and any prominent features on the site.
2. Photographs depicting current conditions, or conditions prior to alteration, and photographs or renderings of proposed work.
3. Physical examples of actual replacement materials and/or catalog descriptions of proposed materials.

Applicants or their representative must present their application to the Historic District Commission during their scheduled meeting. Please be prepared to speak on the conditions necessitating proposed work and how the proposed work fits with the historical resources of the historic district.

Applications can be found on the City website <https://www.lansingmi.gov/343/Historic-District-Commission> or by contacting the Planning Office, p. 517-483-4048 | e. andrew.fedewa@lansingmi.gov