



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

Case #: _____
Date Submitted: _____

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

Street Address: _____ Parcel ID #: _____

Name of Historic District: _____

Applicant: _____ Address: _____

Phone: _____ E-mail: _____

Name of Owner: _____ Address _____

Phone: _____ E-mail: _____

Interest in Property *(Please check)*

Owner Option to Buy Lessee Representative
 Other (Please specify) _____

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

4. 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.

5. Items to be submitted with the application (when applicable):

- a. A site plan. (Show the location of all structures and features existing and proposed, in relation to the lot lines and access points.
- b. Photographs, renderings, and/or drawings of what is present and proposed.
- c. Material samples/manufacturer's product pages - Please describe size and type of all material exhibits.
- d. Copies of contractor appraisals 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.*

APPLICANTS, OWNERS OR THEIR REPRESENTATIVES ARE REQUIRED TO PRESENT THEIR CASE AT THE SCHEDULED COMMISSION MEETING. (See HDC meeting schedule)

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

Signature of Applicant: _____ Date: _____

Printed Name: _____

Please return application and attached supporting documents to the Planning Office.

For any assistance please contact Andy Fedewa p. 517-483-4048 | e. andrew.fedewa@lansingmi.gov