



Historic Preservation Commission

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE # HOME/CELL: \_\_\_\_\_ WORK: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

PROPERTY OWNER'S MAILING ADDRESS: \_\_\_\_\_

1. Describe in detail each proposed exterior alteration, improvement or repair. (Use additional paper if necessary)
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

What are the approximate start and finish dates of the proposed work? Start: \_\_\_\_\_ Completion: \_\_\_\_\_

APPLICATION APPROVALS EXPIRE AFTER 12 MONTHS

APPLICANT'S SIGNATURE: \_\_\_\_\_

FEES: A NOMINAL FEE DOES APPLY TO COA APPLICATION REVIEWS AND ARE DUE WITH APPLICATION. PLEASE SEE THE ATTACHED FEE SCHEDULE FOR AMOUNTS.

NOTE: UPON RECEIPT OF APPLICATION STAFF WILL FIRST DETERMINE IF IT IS COMPLETE AND SECONDLY IF IT CAN BE STAFF REVIEWED OR IF IT REQUIRES HISTORIC PRESERVATION COMMISSION REVIEW (FOR A PRE DETERMINATION PLEASE CONTACT STAFF). ALL WORK MUST BE COMPLETED WITH GOOD WORKMANSHIP, MEETING CONSTRUCTION INDUSTRY STANDARDS. IF ANY CHANGES ARE PROPOSED FOR AN EXTERIOR DESIGN FEATURE, THE HISTORIC PRESERVATION COMMISSION MUST REVIEW THE APPLICATION.

FOR APPLICATIONS REQUIRING REVIEW BY THE HISTORIC PRESERVATION COMMISSION PLEASE NOTE THAT ATTENDANCE AT THE COMMISSION MEETING IS STRONGLY RECOMMENDED, SEE ATTACHED INSTRUCTIONS. The Commission meets the first and third Wednesday of each month in the 2nd Floor Conference Room at 1120 Monroe Ave NW at 5:00P.M. The applicant may call (616) 456-3451 for assistance in completing this application.

Please contact staff upon completion of approved work for final inspection.

OVER

2. Is there any pending action by another City Department or Regulatory Agency? (Housing Inspection, Zoning, Etc.)  
 YES \_\_\_ NO \_\_\_ If yes, please specify: \_\_\_\_\_  
 \_\_\_\_\_
3. Is this request the result of a disability? YES \_\_\_\_\_ NO \_\_\_ \_\_\_ If yes, please  
 explain: \_\_\_\_\_
4. Does the property or will it have a fire alarm system or smoke detector? YES \_\_\_\_\_ NO \_\_\_\_\_

**IMPORTANT**

The following information will help the Commission and/or Staff understand the work you propose to do, please also include any other information that you feel will assist the review of your application.

**MATERIALS TO BE SUBMITTED BY APPLICANT**

\_\_\_\_\_ Photograph of the entire structure in its present condition as seen from the street. The photographs should be labeled with the address and date of photo.

\_\_\_\_\_ Current close-up photographs of each portion of the structure, in its present condition, that is proposed for alteration, removal or replacement. Each photograph should be labeled to indicate what is shown, address, and date of photograph.

\_\_\_\_\_ Elevation drawings (scaled or near to scale) of any side of the structure proposed for alteration, improvement or new construction, showing complete architectural details to be added, removed or altered. If proposed work involves any alteration, removal or improvements of one architectural detail (example: a window, door entrance or roof cornice), then scaled drawings of these details may be submitted in place of elevation drawings.

\_\_\_\_\_ Sketch identify all existing and proposed materials and finishes.

\_\_\_\_\_ Materials list, including size and type of material.

\_\_\_\_\_ Physical samples of materials, items or devices to be installed, or manufacturer's brochures. Illustrations/pictorial information which accurately depict color, texture and scale of all new materials, items or devices.

**NOTE: All photos, drawings and physical samples, etc., become the property of the HPC/City of Grand Rapids. These may be returned to the applicant upon request after no longer needed by the Commission/City.**

**RETURN THIS FORM AND SUPPORTING MATERIALS TO:**  
 HISTORIC PRESERVATION COMMISSION  
 1120 MONROE AVE NW 2<sup>ND</sup> FLOOR  
 GRAND RAPIDS MI 49503  
 PHONE: 616-456-3451  
 EMAIL: [rbaker@grcity.us](mailto:rbaker@grcity.us)

**CITY OF GRAND RAPIDS  
INSTRUCTIONS TO APPLICANTS**

1. An application **must** be submitted and approved before making any additions, alterations or repairs affecting the exterior appearance of a resource or property within a Historic District or upon a designated Historic Landmark. This includes, but is not limited to: houses, garages, carriage houses, fences, walls, sites, objects, commercial and industrial structures, sheds, land contours, paving, signs and awnings. **Should your application require HPC review the Historic Preservation Department, 1120 Monroe Ave NW, must receive the completed application packet on or before the listed filling date to ensure review at the next scheduled meeting (see attached meeting schedule).**
2. Applications that indicate the work will match existing or original materials and design may be **administratively approved** by City Staff. Staff may approve: re-roofing, repointing, chimney repair, storm windows and doors, repair of siding/trim, repair of other features among other projects. For a determination please contact staff.
3. All approved work must be completed with **good workmanship**. Some work may require a separate Building Permit and possible Zoning Permit
4. The Commission follows the Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings when reviewing applications.
5. The Commission has written guidelines for a copy please contact staff or go to the City of Grand Rapids web site – Planning Department – Historic Preservation.
6. Applications should follow the above standards and guidelines when applicable.
7. Historic photographs of properties may be available from:
  - City Archives – Corner of Jefferson and Washington.....456-3081
  - Heritage Hill Association .....459-8950
  - Historic Preservation Office ..... 456-3451
  - Grand Rapids Public Library – Local Historic Collection .....988-5497

Historic Preservation Specialist  
(616) 456-3451

**FEE SCHEDULE**

Fees must be included at the time the application is submitted and are non-refundable. Make Checks out to City of Grand Rapids

<u><b>Certificate of Appropriateness</b></u>	<u><b>FEE</b></u>
Staff Reviewed Applications	\$20.00
OR	<b>OR</b>
Historic Preservation Commission Reviewed Applications	\$75.00
For Standard Project Application Reviews	
OR	
Demolition Application Reviews (includes garages)	\$500.00
OR	
New Construction Application Review (does not include standard 1 & 2 stall garages)	\$500.00
OR	
Large Scale Addition Application Review (For additions over 1200 square feet)	\$200.00

**THE HISTORIC PRESERVATION OFFICE HAS THE FOLLOWING INFORMATION AVAILABLE:**

**PRESERVATION BRIEFS:** Technical bulletins to assist in recognizing and resolving common repair problems.

- #1 The Cleaning and Waterproof Coating of Masonry Buildings.
- #2 Repointing Mortar Joints in Historic Brick Buildings.
- #3 Conserving Energy in Historic Buildings.
- #4 Roofing for Historic Buildings (also see #19, #29, # 30).
- #5 The Preservation of Historic Adobe Buildings.
- #6 Dangers of Abrasive Cleaning to Historic Buildings.
- #7 The Preservation of Historic Glazed Architectural terra cotta.
- #8 Aluminum and Vinyl Sidings on Historic Buildings (also see #16).
- #9 The Repair of Historic Wooden Windows.
- #10 Exterior Paint Problems on Historic Woodwork.
- #11 Rehabilitating Historic Storefronts.
- #12 The Preservation of Historic Pigmented Structural Glass.
- #13 The Repair and Thermal Upgrading of Historic Steel Windows.
- #14 New Exterior Additions to Historic Building Exteriors (also see #8).
- #15 Preservation of Historic Concrete: Problems and General Approaches.
- #16 The Use of Substitute Materials on Historic Building Exteriors (also see #8).
- #17 Architectural Character: Visual Aspects of Historic Buildings as an Aid to Preserving their Character.
- #18 Rehabilitating Interiors in Historic Buildings.
- #19 The Repair and Replacement of Historic Wooden Shingle Roofs.
- #20 The Preservation of Historic Barns.
- #21 Repairing Historic Flat Plaster Walls and Ceilings.
- #22 The Preservation and Repair of Historic Stucco.
- #23 Preserving Historic Ornamental Plaster.
- #24 Heating, Ventilating, and Cooling Historic Building: Problems and Recommended Approaches.
- #25 The Preservation of Historic Signs.
- #26 The Preservation and Repair of Architectural Cast Iron.
- #27 The Maintenance and Repair of Architectural Cast Iron.
- #28 Painting Historic Interiors.
- #29 The Repair, Replacement and Maintenance of Historic Slate Roofs.
- #30 The Preservation and Repair of Historic Clay Tile Roofs.
- #31 Mothballing Historic Buildings.
- #32 Making Historic Properties Accessible.
- #33 The Preservation and Repair of Historic Stained and Leaded Glass.
- #34 Applied Decoration for Historic Interiors: Preserving Composition Ornament.
- #35 Understanding Old Buildings: The Process of architectural Investigation.
- #36 Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes.
- #37 Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing.
- #38 Removing Graffiti from Historic Masonry.
- #39 Holding the Line – Controlling Unwanted Moisture in Historic Buildings.
- #40 Preserving Historic Ceramic Tile Floors
- #41 The Seismic Retrofitting of Historic Buildings.
- #42 The Maintenance, Repair and Replacement of Historic Cast Stone.
- #43 The Preparation and Use of Historic Structures Report.
- #44 The Use of Awnings on Historic Buildings.



## 2015 MEETING SCHEDULE HISTORIC PRESERVATION COMMISSION

Please **TAKE NOTICE** that the Grand Rapids Historic Preservation Commission meets in regular sessions the **first (1<sup>st</sup>)** Wednesday (lest there be a change) of each month at the Development Center, Public Meeting Room 201, 1120 Monroe Avenue NW, at **5:00p.m.**

**NOTE:** Applications for Certificates of Appropriateness must be submitted **BY** the filing date **PRIOR TO** the meeting to ensure a place on the agenda. Incomplete applications **will not** be scheduled until all necessary information has been received. Applications must be returned to: **Historic Preservation Commission, 1120 Monroe Ave NW, Grand Rapids MI 49503. For assistance contact: Rhonda Baker 456-3451; [rbaker@grcity.us](mailto:rbaker@grcity.us);**

MONTH	FILING DATE	<b>MEETING DATE</b>
JANUARY	January 8	January 21
FEBRUARY	January 22	February 4
MARCH	February 19	March 4
APRIL	March 19	April 1
MAY	April 23	May 6
JUNE	May 21	June 3
JULY	June 18	July 1
AUGUST	July 23	August 5
SEPTEMBER	August 20	September 2
OCTOBER	September 24	October 7
NOVEMBER	October 22	November 4
	NO BUSINESS HEARD	Nov. 19 <b>ONLY TRAINING</b>
DECEMBER	November 19	December 2