



HISTORIC DISTRICT WORK REVIEW APPLICATION

Application
Information
Sheet

Planning & Zoning Dept. – City Hall
301 Washington Ave • Suite 211 • Bay City • MI 48708

www.baycitymi.org • 989-894-8179 • smckillop@baycitymi.org

Historic District Commission Meetings

(Oct. — Mar.) 2nd Wednesday of Each Month
(Apr. — Sept.) 2nd & 4th Wednesday of Each Month
7:00 p.m. — City Commission Chambers — City Hall

Filing Deadline	Meeting Date	Filing Deadline	Meeting Date
	(2019)		(2020)
Jun. 21	Jul. 10	Dec. 20	Jan. 08
Jul. 05	Jul. 24	Jan. 24	Feb. 12
Jul. 26	Aug. 14	Feb. 21	Mar. 11
Aug. 09	Aug. 28	Mar. 20	Apr. 08
Aug. 23	Sep. 11	Apr. 03	Apr. 22
Sep. 06	Sep. 25	Apr. 24	May 13
Sep. 20	Oct. 09	May 08	May 27
Oct. 25	Nov. 13	May 22	Jun. 10
Nov. 22	Dec. 11	Jun. 05	Jun. 24

❖ **Please complete and submit pages two and three with the required materials.**

The City administers Historic District regulations governing the alteration and demolition of residential and non-residential buildings and structures located in the City’s Center Avenue and Midland Street Historic Districts

Please direct any questions you may have to Scott McKillop, the City’s Historic Preservation Officer, at (989)894-8179 or email smckillop@baycitymi.org.

▪ **APPLICANTS ARE REQUIRED TO ATTEND HISTORIC DISTRICT COMMISSION (HDC) MEETINGS** to present their proposed work. Contractors or other persons having knowledge of applicants’ projects are also encouraged to attend.

▪ A meeting agenda will be emailed to the applicant if an email address is provided on the application. It can also be viewed on the City’s website.

▪ **APPLICATIONS MUST BE RECEIVED BEFORE THE FILING DEADLINE FOR EACH SCHEDULED MEETING.** Examples of the required materials to be submitted are available and may also be viewed on the City’s website.

❖ Submitting your application:

Submit your completed application to the Planning & Zoning Dept. with all required materials and information listed in the HD Work Review Checklist on page two of this application. Applications can only be accepted using the following methods:

- By mail.
- In person.
- By email to smckillop@baycitymi.org

Failure to submit the required items shall significantly delay or prevent application approval.

❖ Work to be done is classified as *major* or *minor*:

Work includes any alteration of the exterior appearance of a building, including but not limited to replacement of windows, doors and siding, alteration of porches, steps, railings and trim, new construction and additions.

- *Major work* is subject to prior approval by the City’s *Historic District Commission*.
- *Minor work* is subject to review and prior approval by the City’s *Historic Preservation Officer*.
- The complete list is available on the City’s website at www.baycitymi.org.

Major Work Examples: (not all inclusive)

- New construction of buildings (homes, garages etc.)
- Additions
- Decks visible from the street
- Construction, replacement and alterations :
 - Trim
 - Porches
 - Exterior steps and stairways
 - Railings
- Replacement of entry doors
- Replacement of garage doors differing in style or appearance
- Replacing windows/altering window openings
- Replacement of roofs with un-like material
- Replacing or covering existing siding
- Chimney alterations, removal or replacement

Minor Work Examples: (not all inclusive)

- Replacing fabric on existing awnings
- Decks not visible from the street
- Installation of a new or replacement storm door
- Repairing existing windows
- Repairing existing trim, railings, handrails and steps
- Replacement of existing porch flooring with complying materials
- Masonry repair without alteration of appearance
- Replacement of garage doors with doors of the same style or appearance

Minor work decisions will normally only take 1 – 2 days providing all required and supportive materials have been submitted with the application.

HD Work Review Checklist

Required Items to Submit with Your Application:

Please contact the City's Historic Preservation Officer for more information or questions: (989)894-8179 or email smckillop@baycitymi.org



- ❖ **Submit this page as part of your application. Failure to submit the required items shall significantly delay or prevent application approval.**
- ❖ **Examples of the required materials to be submitted are available and may also be viewed on the City's website.**

1. Application & Project Description

- APPLICATION FORM** – see page three.
- WRITTEN DESCRIPTION** - detailing all of the proposed work with an explanation of why you may need to replace rather than repair. Please be specific. Supportive drawings may be helpful to include depending on your project.
Examples:
 - A. Replace lower sash of the left window in the front of the house on the first floor with a wooden sash to match the original because ...(include your explanation)
 - B. Install a new entry door on the front of the house to fit the original opening in width and height to match the style of the original door because ...(include your explanation)

2. Color Digital Photographs or Original Photographic Prints of the Existing Condition(s)

- ❖ Submit photos in jpg format by email, on a thumb drive or as 4" x 6" prints (minimum size). Historic photographs of property are appreciated, though not required.
- STREET VIEW PHOTO** - one street view of the building(s).
- ELEVATION PHOTO(S)** - one view of each building side that will be affected by the proposed work.
- CLOSE-UP PHOTOS FOR REPAIR WORK** – (if applicable) shows the areas that need to be repaired in detail.

3. Material Samples/Product Literature & Specifications

- PRODUCT LITERATURE** - catalog or cut-sheets with illustrations or photos, detailed information and specifications for all materials and products proposed for use in the project. Links to product literature on manufacturers' websites are acceptable.
- MATERIAL SAMPLES** - may be requested on a case-by-case basis and are generally required for all new construction and substantial alterations to existing buildings.
- ARCHITECTURAL ELEMENTS** - detailed drawings/close-up photos for moldings, trim and other new architectural elements. Materials and product specifications are encouraged.

4. For New Construction Projects, Buildings & Additions

- ❖ Major construction projects may require drawings that meet professional standards.
- INCLUDE ALL REQUIRED ITEMS IN SECTIONS 1, 2, AND 3 FROM ABOVE.**
- SITE PLAN** - scaled drawing or plans on 8"x11", 8"x14" or 11"x17" white paper, or in digital format. Include the date, scale, cardinal points (N, S, E and W). ¼"=1' scale or larger is required for most residential-scale projects.
- ELEVATIONS** – accurately illustrate or photograph all elevations that will be affected. Include elevation details and cross sections for proposed work.
- LIST of MATERIALS**



HISTORIC DISTRICT WORK REVIEW APPLICATION

Case No. _____

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301 Washington Ave • Suite 211 • Bay City • MI 48708

Date Rcvd: _____

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- ❖ **Please submit both this form and the checklist along with the required items.**
- ❖ **Failure to submit the required items as listed on the HD Work Review Checklist shall significantly delay or prevent application approval.**
- ❖ **Applicants are REQUIRED to attend the meeting.**

Address of Property (Please Print)

Street Address: _____

Historic District: Center Avenue Midland Street

Applicant (Please Print)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone/Cell: _____

Email (is needed to receive your meeting agenda) : _____

Property Owner (Please Print - required if applicant does not own the property) Same as Applicant

Name: _____

Resident Agent Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____ Phone/Cell: _____

Email: _____

Please Note:

Contractors or other persons having knowledge of applicants’ projects are also encouraged to attend.

Notice of meetings will be provided to applicants. ***A meeting agenda will be emailed to the applicant if an email address is provided on this form. Agendas can also be viewed on the City’s website.***

Signatures

Applicant Date

Property Owner (required if applicant does not own the property) Date