



# 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.) 2<sup>nd</sup> Wednesday of Each Month  
(Apr. — Sept.) 2<sup>nd</sup> & 4<sup>th</sup> Wednesday of Each Month  
7:00 p.m. — City Commission Chambers — City Hall

| Filing Deadline | Meeting Date | Filing Deadline | Meeting Date |
|-----------------|--------------|-----------------|--------------|
|                 | (2021)       |                 | (2021)       |
| Dec. 23         | Jan. 13      | Jun. 25         | July 14      |
| Jan. 22         | Feb. 10      | July 09         | July. 28     |
| Feb. 19         | Mar. 10      | July 23         | Aug. 11      |
| Mar. 26         | Apr. 14      | Aug. 06         | Aug. 25      |
| Apr. 09         | Apr. 28      | Aug. 20         | Sep. 08      |
| Apr. 23         | May 12       | Sep. 03         | Sep. 22      |
| May 07          | May 26       | Sep. 24         | Oct. 13      |
| May 21          | Jun. 09      | Oct. 22         | Nov. 10      |
| Jun. 04         | Jun. 23      | Nov. 19         | Dec. 08      |

❖ **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](mailto: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 or drop box.
- In person.
- By email to [smckillop@baycitymi.org](mailto: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](http://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](mailto:smckillop@baycitymi.org)



❖ **Submit this page as part of your application. Failure to submit the required items shall significantly delay or prevent application approval.**

### 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. Replacement of windows ...(provide your explanation), include the total number of windows to be replaced along with the sizes and types/styles of windows and which elevations they are located on; include the sizes and types/styles/materials of replacement windows and if they will fit the original opening in width and height to match the style of the original windows; indicate if using existing or new trim materials, and what those materials are.
  - 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 ...(provide your explanation), include the door type/style and materials of the original and replacement door.

### 2. Color Digital Photographs or Original Lab Processed Prints of the Existing Condition(s)

Submit the following list of clear photos in jpg format by email, or on a thumb drive, or provide original 4" x 6" (minimum size) processed prints from a photo lab. Historic photographs of property are appreciated, though not required.

- FRONT STREET-VIEW PHOTO** - one street-view of the entire building front.
- 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 & Repair Projects for Buildings, Additions, Steps & Railings

- INCLUDE ALL REQUIRED ITEMS IN SECTIONS 1, 2, AND 3 FROM ABOVE.**
- SCALED PLANS** – all elevations.
- 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.
- LIST of MATERIALS**



# HISTORIC DISTRICT WORK REVIEW APPLICATION

Case No. \_\_\_\_\_

Planning & Zoning Dept. – City Hall  
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: _____           | <input type="checkbox"/> Center Avenue <span style="margin-left: 200px;"><input type="checkbox"/> Midland Street</span> |

| Applicant (Please Print)                                 |   |
|--|---|
| Name: _____  |   |
| Address: _____   |   |
| City: _____  | State: _____ Zip: _____ Phone/Cell: _____ |
| Email (is needed to receive your meeting agenda) : _____ |   |

| Property Owner Information (Please Print)       |   |
|---|---|
| <input type="checkbox"/> Same as Applicant Info |   |
| 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