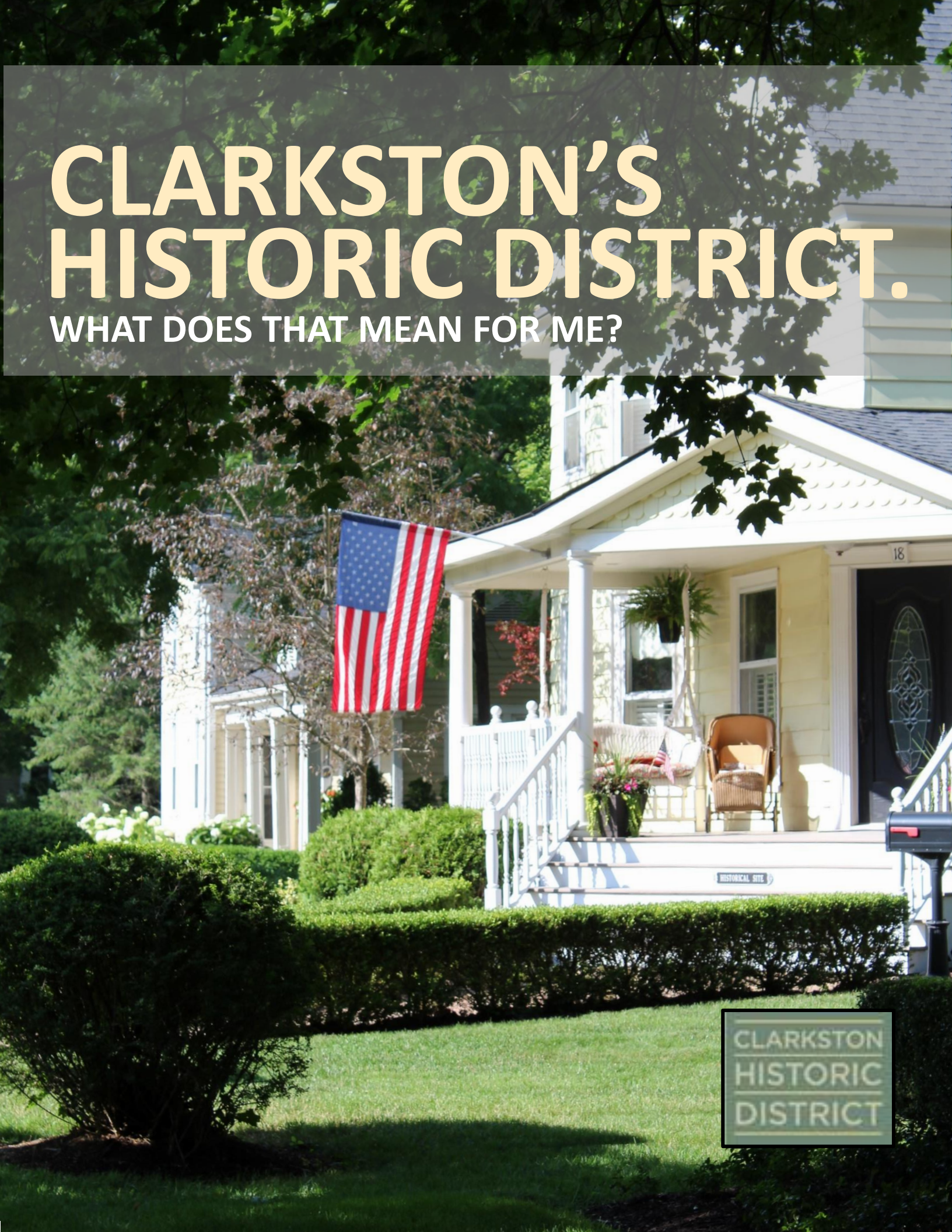


CLARKSTON'S HISTORIC DISTRICT.

WHAT DOES THAT MEAN FOR ME?



CLARKSTON
HISTORIC
DISTRICT

I live in

CLARKSTON'S HISTORIC DISTRICT

What does that mean?

Great question! Living within a local historic district means that your immediate neighborhood surroundings (landscapes, buildings, structures, or archaeological sites) are considered to be of **historic, cultural, or architectural significance**. As such, they are recognized by the National Park Service's National Register of Historic Places. It's important to note that owning property within a local historic district comes with many benefits but also requires a few obligations from you, the property owner.

BENEFITS & OBLIGATIONS

- Local districts give communities a voice in their future.
- Local districts protect the investments of owners and residents of historic properties.
- Properties within local historic districts appreciate at greater rates than the local market overall as well as faster than similar, non-designated neighborhoods.
- Historic districts are a vehicle for education. They are a tangible link to the past and a way to bring meaning to history and to people's lives.
- Protecting local historic districts can enhance business recruitment potential.
- Any modification you'd like to make to the exterior of your property (including windows, fences, demolition, new construction, and landscape) **must be approved by the Historic District Commission prior to obtaining a building permit** to perform the work. This helps applicants protect features of historic architecture.

The obligations listed above are regulated and managed through the administration of an online **HDC APPLICATION**.

PROJECT REVIEW

Applicants must submit a completed HDC Project Review Request Form for all projects. All applicable checklist items must be included to be considered a completed application. Only completed applications will be reviewed at the next HDC meeting.

Submit all applications in person at the city offices (375 Depot Road, Clarkston, MI 48346) or online at HDC@villageofclarkston.org. This must be done at least one week before the next scheduled HDC meeting (the second Tuesday of each month).

Depending on the scope of the work, the HDC may be able to approve the work administratively. If it is not possible to get an approval at the administrative level, you will be added to the next available HDC meeting agenda for review. The Commission is a board of five volunteers residing in the city and appointed by the City Council.

APPROVAL

As soon as you've received the Certificate of Appropriateness (CoA) for your proposed work, proceed to the Building Department to obtain your building permit to perform the work.

FIND OUT MORE AT www.villageofclarkston.org/2166/Historic-District-Commission

How do I make

EXTERIOR CHANGES within the historic district?

1

CONFIRM YOU ARE LOCATED WITHIN THE HISTORIC DISTRICT.

Go to the map CLARKSTON'S HISTORIC NEIGHBORHOOD on page 6, to confirm that your property is located within the Historic District. If so, any modification you would like to make to the exterior of your property must go through a review process by the HDC prior to obtaining a building permit to perform the work.

2

APPLY FOR PROJECT REVIEW BY HDC.

Submit details of the proposed scope of work to the HDC at HDC@villageofclarkston.org. See application requirements below. Depending on the complexity of the proposed work, you may be added to the next Historic District Commission for review.

3

IF APPROVED, OBTAIN BUILDING PERMIT.

Upon receiving a Certificate of Appropriateness (CoA) for the proposed scope of work, you can then proceed to the Building Department to obtain the building permit for the proposed work.

ADDITIONAL REQUIREMENTS

SUBMIT ALL DOCUMENTATION TO: HDC@villageofclarkston.org

WINDOW REPLACEMENT

- Brochure or other information giving the color, materials, and configuration of the proposed replacement windows; detailed photographs showing the deterioration of the window interiors
- Note: Original wood windows with storm windows even when repaired are generally superior to modern replacement windows.

DEMOLITION *(including partial demo)*

- Structural assessment report of the property, completed according to the Commission's template by a licensed structural engineer or architect
- Detailed description of what will happen to the site once demo completed
- For partial demo, elevation showing the building and surface treatments to newly exposed walls
- The city ordinance prohibits speculative demolition.

NEW CONSTRUCTION/ADDITIONS, BUILDINGS

(including garages)

- Drawings of proposed project including (1) Site plan showing all changes and landscape features, including location of construction fencing if applicable; (2) Floor plans; (3) Elevations; (4) Sections and other details as needed; (5) Materials list

SIGN INSTALLATION/REPLACEMENT

- Dimensioned drawings (elevation and section) of signs
- Photo simulation of proposed sign
- How sign will be attached
- Compliance with sign ordinance

PORCH REPAIR AND/OR RECONSTRUCTION

- Drawings of proposed project including plans, elevations, materials list and details as needed by the HDC

ADDITIONAL REQUIREMENTS

SUBMIT ALL DOCUMENTATION TO: HDC@villageofclarkston.org

BUILDING CLEANING

- Narrative describing project, including the cleaning method, names of chemicals, the pressure of any washes or applications, description of the surface treatment after cleaning
- Manufacturer-provided tech sheets for all proposed cleaning agents

FENCE INSTALLATION/REMOVAL

(including paving, walls, landscaping)

- Site plan drawing showing (1) existing lot lines; (2) existing buildings; (3) location and dimensions of proposed fence; (4) materials list
- In case of removal, a statement as to why element(s) need to be removed

FIND OUT MORE AT: www.villageofclarkston.org/2166/Historic-District-Commission

SUBMIT ALL DOCUMENTATION TO: HDC@villageofclarkston.org

The Historic District Commission reviews and evaluates all proposed exterior changes using the **SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION**

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

HISTORIC DISTRICT COMMISSION PROJECT REVIEW REQUEST

CITY OF THE VILLAGE OF CLARKSTON
HISTORIC DISTRICT COMMISSION
375 Depot Road, Clarkston, MI 48346

DATE: _____

PROPERTY INFORMATION

ADDRESS: _____ AKA: _____

SCOPE OF WORK: (check all that apply)

<input type="checkbox"/> Windows/ Doors	<input type="checkbox"/> Roof/Gutters/ Chimney	<input type="checkbox"/> Porch/ Deck	<input type="checkbox"/> Landscape/Fence/ Tree/Park	<input type="checkbox"/> General Rehab
<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition	<input type="checkbox"/> Addition	<input type="checkbox"/> Other: _____	

APPLICANT IDENTIFICATION

Property Owner/
Homeowner Contractor Tenant or
Business Occupant Architect/Engineer/
Consultant

NAME: _____ COMPANY NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ MOBILE: _____ EMAIL: _____

PROJECT REVIEW REQUEST CHECKLIST

Please attach the following documentation to your request:
Please keep file size of entire submission under 30MB

- Photographs** of ALL sides of existing building or site
- Detailed photographs** of location of proposed work
(photographs to show existing condition(s), design, color & material)
- Description of existing conditions** (including materials and design)
- Description of project** (if replacing any existing material(s), include an explanation as to why replacement--rather than repair--of existing and/or construction of new is required)
- Detailed scope of work** (formatted as bulleted list)
- Brochure/cut sheets** for proposed replacement material(s) and/or product(s), as applicable

NOTE: Based on the scope of work, additional documentation may be required.
Visit www.villageofclarkston.org/2166/Historic-District-Commission for scope-specific requirements.

Upon receipt of this documentation, the HDC will review and inform you of the next steps toward reviewing your project for a Certificate of Appropriateness (CoA).

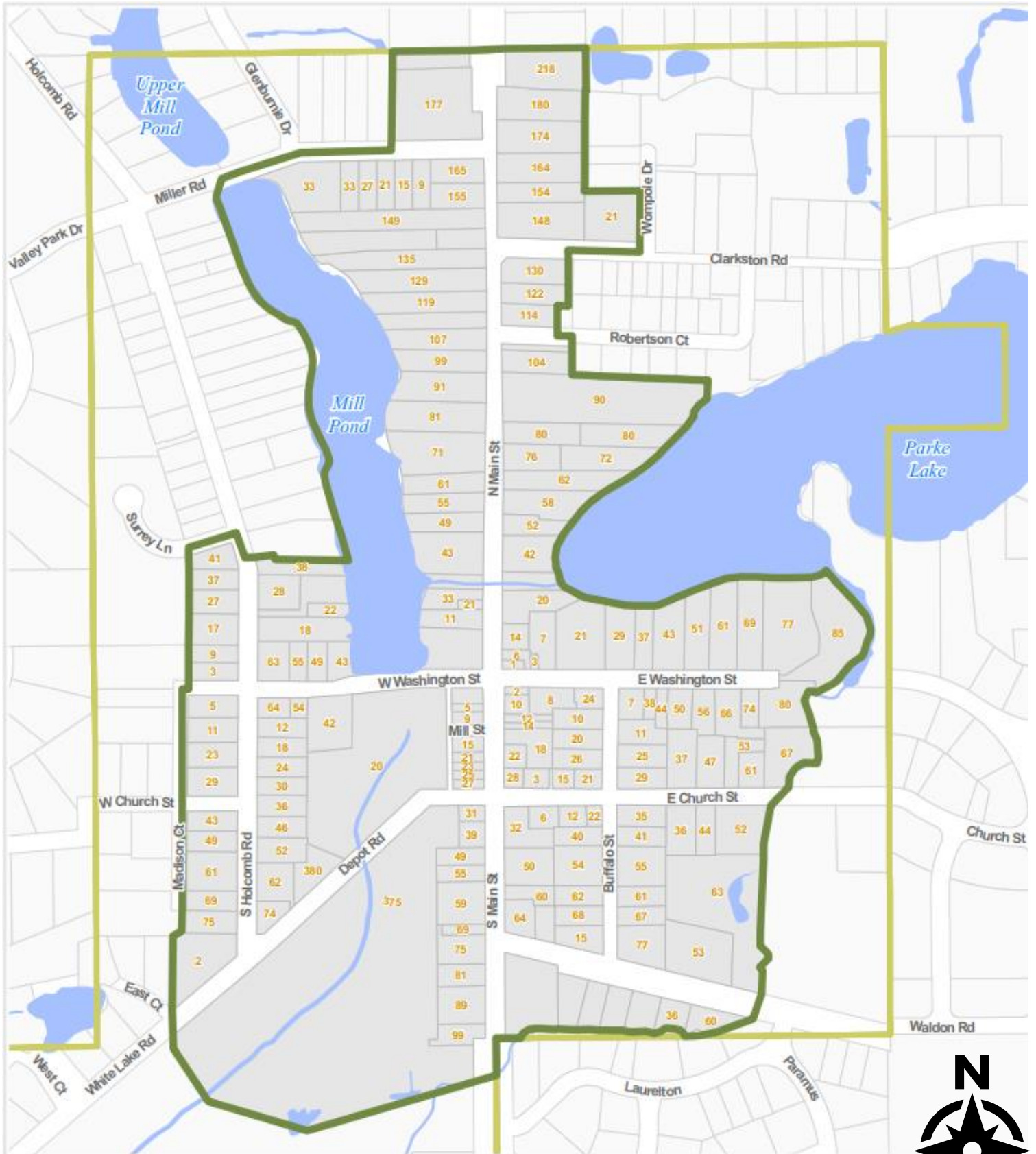
SUBMIT COMPLETED REQUESTS TO HDC@villageofclarkston.org

“What a community chooses to save is what a community chooses to say about itself.”



FIND OUT MORE AT www.villageofclarkston.org/2166/Historic-District-Commission

CLARKSTON'S HISTORIC NEIGHBORHOOD



WHAT REQUIRES REVIEW? THE LISTS BELOW ARE NOT ALL INCLUSIVE. IF YOU DO NOT SEE YOUR PROJECT, CONTACT THE HDC.

CONTACT THE HDC BEFORE:

- Removing large trees, shrubbery, plantings
- Installing new or replacement fencing
- Replacing roofing, flashing, gutters
- Reconstructing areas of masonry walls, chimneys, floors, porches, etc.
- Reconstructing all or part of a porch
- Installing new doors, garage doors, security doors
- Installing or replacing signage, including awnings
- Cleaning the building exterior
- Demolishing all or part of a building, including garages
- Constructing a new building or addition
- Installing new or replacement storm windows
- Removing, repairing, or replacing existing windows; installing new windows
- Changing exterior siding material or style
- Installing solar panels or a satellite dish

GO AHEAD WITH YOUR PROJECT IF:

- Trimming or pruning trees, shrubs, plantings
- Repairing **a few** sections of fence with like materials and sizes
- Repairing **a few** shingles, flashing, gutters with like materials
- Replacing **a few** panes of glass with matching glass
- Tuck-pointing **small areas** of mortar with **identical** mortar
- Installing or removing **existing** storms and screens for the season
- Replacing **small deteriorated areas** of siding with **identical** materials and sizes
- Repairing existing doors with **identical** materials
- Putting out or removing cloth awnings on existing frames for the season
- Changing paint color
- Repairing windows or sashes with like materials

FIND OUT MORE AT www.villageofclarkston.org/2166/Historic-District-Commission

FIND OUT MORE AT www.villageofclarkston.org/2166/Historic-District-Commission 05/2021

**YOUR ADDRESS IS LOCATED WITHIN THE CLARKSTON HISTORIC DISTRICT
MORE DETAILS INSIDE!**



Historic District Commission
375 Depot Road, Clarkston, MI 48346

