

CITY OF NILES

REQUEST FOR HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS

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. The Community Development Office, located at City Hall 333 N 2nd Street, 3rd Floor Niles, MI 49120, must receive applications on or before the listed filling date to ensure review at the next scheduled meeting (As of 2020, 3rd Wednesday of each month).
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.
3. Painting: The proposed painting of masonry, stone, brick, foundations, metal or other surfaces that have never been painted before must have approval from the Commission before proceeding. The painting of wood siding, trim and other previously painted elements do not need approval.
4. All approved work must be completed with good workmanship. Some work may require a separate Building Permit.
5. The Commission follows the [Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings](#) when reviewing applications.
6. The Commission has written guidelines regarding the following:
 - Porches
 - Fences
 - Exterior masonry cleaning
 - Windows and doors
 - Business signs
 - Garage and carriage house doors
 - Artificial siding and trim
 - Skylights and solar systems
 - Infill development (new construction)
 - Gutters and downspouts
 - Placement of satellite dishes
7. Applications should follow the above standards and guidelines when applicable. Copies are available from Community Development Office 3rd Floor City Hall 333 N 2nd Street, Niles, MI 49120 or on the City’s website [here](#).
8. Historic photographs of properties may be available from:
 - Niles History Center 508 E Main Street683-4700
 - Niles District Library – Local Historic Collection 620 E Main Street.....683-8545
 - Niles DDA Main Street – 3rd Floor, City Hall.....687-4332

This application must be received by the Building Safety Division or Community Development *Office a minimum of ten working days* prior to the scheduling of the application on the Historic District Commission agenda. Applicants are strongly encouraged to conduct a preliminary discussion with staff and/or the Historic District Commission prior to the consideration of an application.

Please consult the [Secretary of the Interior's Standards for Rehabilitation](#) and the [Historic District Commission guidelines](#) for specific details on permissible alterations to the exterior of a structure or for the construction or demolition of any structure within the Historic District that requires a Certificate of Appropriateness.

IMPORTANT

The following information will help the Commission understand the work you propose to do. Please include any other information that you feel will assist the approval of your application.

MATERIALS TO BE SUBMITTED BY APPLICANT

The following information shall be attached to this application. Additional information is encouraged:

1. A detailed plan drawn to a legible scale depicting the proposed alteration including size, a detailed description of materials and finishing work to be completed. If the size of the plan exceeds 11x17 then additional copies may be requested.
 - a. Plan shall show existing property lines and any prominent features on the site.
2. A minimum of the following photographs labeled to indicate the direction of view:
 - a. Current photos of the structure as seen from the street and/or facade of alteration;
 - b. Close up of existing detail in present condition proposed for alteration.
 - c. 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.
 - d. Current close-up photographs of each portion of the structure, in its present condition, that is proposed for alteration, removal or replacement.
 - e. Each photograph should be labeled to indicate what is shown, address, and date of photograph.
3. 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.
4. Sketch identify all existing and proposed materials and finishes.
5. Physical samples of materials, items or devices to be installed, or manufacturer's brochures.
6. Illustrations/pictorial information which accurately depict color, texture and scale of all new materials, items or devices

Date: _____ Daytime Phone: _____ Email Address: _____

Owner's Name: _____

Property Address: _____

Description of work proposed, BE DETAILED AND SPECIFIC (use additional sheets if necessary):

YES _____ NO _____ Does the property have or will it have before the proposed project completion date, a fire alarm system* or a smoke alarm complying with the requirements of the Stille-DeRosset-Hale single state construction code act, 1972 PA 230, MCL 125.1501-12501531?

* Fire alarm system means a system designed to detect and annunciate the presence of fire or by-products of fire. Fire alarm system includes smoke alarms. Smoke alarm means a single-station or multiple-station alarm responsive to smoke and not connected to a system. As used in this subdivision, "single-station alarm" means an assembly incorporating a detector, the control equipment, and the alarm sounding devices into a single unit, operated from a power supply either in the unit or obtained at the point of installation. "Multiple station alarm" means two or more single station alarms that are capable of interconnection such that actuation of one alarm causes all integrated separate audible alarms to operate.

Applicant's Signature: _____

Please contact the Community Development Director for additional information 269.683.4700 ext 3020 from 8am to 5pm, Mon-Thurs, or email communitydevelopment@nilesmi.org

Return to

City Hall/ Community Development 333 N 2nd Street Niles, MI 49120	or	Building Safety Division 1345 E. Main Street Niles, MI 49120
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City of Niles Historic District Ordinance Sec. 43.63 (a) A permit shall be obtained before any work affecting the exterior appearance of a resource is performed within a historic district. The person proposing to do that work shall file an application for a permit with the building official. If the building official receives the application, the application shall be immediately referred together with all required supporting materials that make the application complete to the commission. A permit shall not be issued and proposed work shall not proceed until the commission has acted on the application by issuing a certificate of appropriateness or a notice to proceed as prescribed in this chapter. The city may charge a reasonable fee to process a permit application.

PRESERVATION BRIEFS: Technical bulletins to assist in recognizing and resolving common repair problems. Briefs and other related information can be downloaded from the NPS at <https://www.nps.gov/tps/how-to-preserve/briefs.htm>

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| #1 The Cleaning and Waterproof Coating of Masonry Buildings. | #27 The Maintenance and Repair of Architectural Cast Iron. |
| #2 Repointing Mortar Joints in Historic Brick Buildings. | #28 Painting Historic Interiors. |
| #3 Conserving Energy in Historic Buildings. | #29 The Repair, Replacement and Maintenance of Historic Slate Roofs. |
| #4 Roofing for Historic Buildings (also see #19, #29, # 30). | #30 The Preservation and Repair of Historic Clay Tile Roofs. |
| #5 The Preservation of Historic Adobe Buildings. | #31 Mothballing Historic Buildings. |
| #6 Dangers of Abrasive Cleaning to Historic Buildings. | #32 Making Historic Properties Accessible. |
| #7 The Preservation of Historic Glazed Architectural terra cotta. | #33 The Preservation and Repair of Historic Stained and Leaded Glass. |
| #8 Aluminum and Vinyl Sidings on Historic Buildings (also see #16). | #34 Applied Decoration for Historic Interiors: Preserving Composition Ornament. |
| #9 The Repair of Historic Wooden Windows. | #35 Understanding Old Buildings: The Process of architectural Investigation. |
| #10 Exterior Paint Problems on Historic Woodwork. | #36 Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes. |
| #11 Rehabilitating Historic Storefronts. | #37 Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing. |
| #12 The Preservation of Historic Pigmented Structural Glass. | #38 Removing Graffiti from Historic Masonry. |
| #13 The Repair and Thermal Upgrading of Historic Steel Windows. | #39 Holding the Line – Controlling Unwanted Moisture in Historic Buildings. |
| #14 New Exterior Additions to Historic Building Exteriors (also see #8). | #40 Preserving Historic Ceramic Tile Floors |
| #15 Preservation of Historic Concrete: Problems and General Approaches. #16 The Use of Substitute Materials on Historic Building Exteriors (also see #8). | #41 The Seismic Retrofitting of Historic Buildings. |
| #17 Architectural Character: Visual Aspects of Historic Buildings as an Aid to Preserving their Character. | #42 The Maintenance, Repair and Replacement of Historic Cast Stone. |
| #18 Rehabilitating Interiors in Historic Buildings. | #43 The Preparation and Use of Historic Structures Report. |
| #19 The Repair and Replacement of Historic Wooden Shingle Roofs. | #44 The Use of Awnings on Historic Buildings. |
| #20 The Preservation of Historic Barns. | #45 Preserving Historic Wooden Porches |
| #21 Repairing Historic Flat Plaster Walls and Ceilings. | #46 The Preservation and Reuse of Historic Gas Stations |
| #22 The Preservation and Repair of Historic Stucco. | #47 Maintaining the Exterior of Small and Medium Size Historic Buildings |
| #23 Preserving Historic Ornamental Plaster. | #48 Preserving Grave Markers in Historic Cemeteries |
| #24 Heating, Ventilating, and Cooling Historic Building: Problems and Recommended Approaches. | #49 Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement |
| #25 The Preservation of Historic Signs. | #50 Lightning Protection for Historic Buildings |
| #26 The Preservation and Repair of Architectural Cast Iron. | |