



City Use Only:
Submittal Date:
Inspection Date:
Planning Approval Date:

HISTORIC DISTRICT COMMISSION APPLICATION

APPLICATION CHECKLIST

- Completed and Signed Application.**
- Application Fee.**
- Proof of Existing Conditions.** This can be a photograph or a scale drawing showing the existing façade of the building (materials, dimensions, material sample).
- Written Description of Existing Conditions.**
- A scaled drawing of proposed alteration(s),** when there is an addition and modification to the façade
- Proposed Materials Sample.** When new materials are proposed, a sample or detail shall be provided.
- Description of proposed alteration.** This should include dimensions, materials, or other detailing.
- Narrative explanation.** This should explain why an alteration to the existing historic resource is necessary.



Application for Historic District Commission

City of Pontiac

Office of Community Development

47450 Woodward Ave, Pontiac, MI 48342

T: 248.758.2800 F: 248.758.2827

Property/Project Address: _____

Sidwell Number: _____

Date: _____

Office Use Only

PF Number: _____

Instructions: Complete the application and submit it to the Office of Land Use and Strategic Planning. Received applications will be processed and put on the next available Historic District Commission meeting. The Historic District Commission meets the second Tuesday of the month. Incomplete applications will delay the review process.

Applicant (please print or type)

Name			
Address			
City			
State			
ZIP Code			
Telephone	Main:	Cell:	Fax:
E-Mail			

Property Owner (please print or type)

Name			
Address			
City			
State			
ZIP Code			
Telephone	Main:	Cell:	Fax:
E-Mail			

Project and Property Information

Describe in detail all intended work, specifying dimensions, textures, color and materials. Provide samples and/or brochures describing substitute materials. Include other appropriate descriptions, plans, and/or drawings as specified below and on reverse side. (Check appropriate activity on next page.)

Exterior Alterations, Additions, New Construction, and/or Signs require:

- Scale drawings showing, all exterior elevations visible from a public street and to be affected by intended work are required when there are:
 - Any changes in dimensions, material, or detailing.
 - Any new additions or signs to any building.
- Consideration of signs also requires provision of:
 - A sample of proposed style of lettering and colors.
 - A description of frame and installation

Repairs:

- Any repairs using original dimensions, type of material and details would both require a scale drawing; only a written description is needed.

Demolition:

- State reasons for demolition
- State why you believe it is not feasible to put the structure in acceptable condition for reuse.

Moving:

- State reasons for moving
- State proposed location

Description:

(Attach additional pages as necessary)

Signature of Owner

Signature of Applicant

State of Michigan
County of Oakland

On this ____ day of _____, A.D., 20____, before me personally appeared the above named person, who being duly sworn, stated he/she has read the foregoing application, by him/her signed, and know the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief and so as to those matters he/she believes it to be true.

Notary Public, Oakland County, Michigan
My Commission Expires: _____