

Village of Holly, Michigan

HISTORIC DISTRICT APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Date: _____ Historic District Commission Review: (\$50.00): _____

Receipt #: _____ Administrative Review (\$20.00): _____

Please refer to the pages following this application to find out if your project will require HDC or Administrative review.

For HDC Review: submit this application along with **10 copies** of supporting documentation, including photos, material samples and/or work plans for your proposed project. Your application will be reviewed by the Holly Historic District Commission. You or your representative *must* attend the meeting in person if going before the HDC. **THIS APPLICATION MUST BE SUBMITTED NO LATER THAN 20 DAYS PRIOR TO THE REGULARLY SCHEDULED MEETING. THE HISTORIC DISTRICT COMMISSION MEETS ON THE THIRD THURSDAY OF EVERY MONTH.**

For Administrative Review: submit this application along with **2 copies** of supporting documentation, including photos, material samples and/or work plans for your proposed project. Your application will be reviewed by the Building Official. **THIS APPLICATION MUST BE TURNED IN NO LATER THAN 10 DAYS PRIOR TO THE START OF YOUR PROJECT.**

If you would like assistance with the preparation of this application, or if you have any questions concerning your request or the review procedure, call the village office at 248/634-9591.

ADDRESS OF PROPOSED WORK _____

APPLICANT'S NAME _____

APPLICANT'S ADDRESS _____

TELEPHONE NUMBER (home) _____ **(work)** _____

PROPERTY OWNERS NAME _____ **PHONE #** _____

Nature of Proposed Change: (Check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Extensive Renovation | <input type="checkbox"/> Minor Renovation or Alteration |
| <input type="checkbox"/> Repair | <input type="checkbox"/> Demolition | <input type="checkbox"/> Fence or railing |
| <input type="checkbox"/> Siding or masonry | <input type="checkbox"/> Roof | <input type="checkbox"/> Windows or doors |
| <input type="checkbox"/> Façade or storefront | <input type="checkbox"/> Porch | <input type="checkbox"/> Awning |

Other _____

Describe all changes proposed for the structure's exterior. Include plans, photographs, material samples, dimensions, size and style of lettering (for signs), and any other information to assist the commission in their deliberations. Use attachments as necessary. Include an estimated date when the project will be completed.

I, the undersigned, hereby state that all of the information presented in this application is true and complete, to the best of my knowledge.

Applicant Signature: _____ Date: _____

Property Owner's Signature (if different from applicant): _____

HISTORIC COMMISSION/BUILDING OFFICIAL USE ONLY

This application has been (approved/disapproved) because it (meets/fails to meet) the Secretary of Interior's Standards for Rehabilitation and following criteria established for the historic district (Holly Code Section 6-04-080(3):

- A. The historical or architectural value and significance of the resource and its relationship to the historical value of the surrounding area.
- B. The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.
- C. The general compatibility of the design, arrangement, texture and materials proposed to be used.
- D. Any other factors such as aesthetic, value that the commission finds relevant.

This permit has been approved subject to the following conditions or modifications:

On _____ the Village of Holly Historic District Commission/Building Official (approved/denied) a certificate of appropriateness for the property identified above.

Chairperson's/Building Official's Signature: _____ Date: _____

