



Virg Bernero
Mayor

LANSING HISTORIC DISTRICT COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

HDC- _____

Date submitted: _____

In accordance with Section 1220.06 of the Zoning Ordinance, the undersigned do hereby petition for a certificate of approval for exterior work in a local historic district.

Street Address: _____ Zip Code: _____

Legal Description: _____

Name of Historic District: _____

Applicant: _____

Address: _____ Zip Code: _____

Phone (daytime): _____ Email: _____

Name of Owner: _____

Address: _____ Zip Code: _____

Phone (daytime): _____ Email: _____

Interest in property (please check one):

- Owner Option to buy Other *explain:* _____
- Represent owner Leasee

AN APPLICATION FOR AN ISSUANCE OF A "CERTIFICATE OF APROPRIATENESS" IS REQUIRED FOR ANY EXTERIOR WORK TO A PROPERTY LOCATED IN A HISTORIC DISTRICT.

If more space is needed for the items listed below, please attach extra sheets.

Detailed description of proposed exterior alteration, addition, construction, repair, or other work:

Will the repair or alteration match the existing materials and design? Yes No

Is this proposal in compliance with Secretary of Interior Standards? Yes No

If no, indicate the section number(s) with which it conflicts: _____

If this petition is not granted, explain how your proposal will be affected:

Is there a financial hardship associated with this petition (see section 1220.06)? Yes No

If so, please complete an application for Financial Hardship. Attach it with this application and plans.

Items to be submitted with the application (where applicable):

-- **A site plan drawn to a scale of at least 1"=100'**. Show the location of all structures and features existing and proposed, in relation to the lot lines and access points.

-- **Photographs and/or drawings** included.

-- **Materials samples / manufacturer's catalog cuts** - please describe size and type of all material exhibits.

-- **Copies of contractor's appraisal's for work estimates.**

Please note: if the exhibits are not submitted in a timely manner prior to the HDC meeting, the petition may be tabled or the process delayed.

The following items are requested by the Planning Office for compliance with the Zoning Ordinance as part of the Building Permit application review process.

Zoning of the property: _____ Lot dimensions: _____ X _____

Is this property located in the flood plain? Yes No

is this property residential? Yes No

# of efficiency units: _____	# of two bedroom units: _____	Total # of units: _____
# of one bedroom units: _____	# of three + bedroom units: _____	Total # of bedrooms: _____

of accessible on-site parking spaces: _____

Is this property non-residential? Yes No

of employees (largest shift): _____

of accessible on-site parking spaces: _____

Hours and days/week of operation: _____

APPLICANTS, OWNERS, OR THEIR REPRESENTATIVES ARE ENCOURAGED TO ATTEND THE COMMISSION MEETING AT WHICH THEIR APPLICATION WILL BE REVIEWED (see HDC meeting schedule).

Signature: _____

Date: _____

Print or type your name here: _____

For assistance, please contact:
Planning Office
316 N. Capitol Ave., Suite D-1
Lansing, MI 48933-1236
517-483-4066
Fax: 517-483-6036