



Historic District Commission

57 N. Main St. • Three Rivers, Michigan 49093

269.278.8193 • [www.threeriversmi.org](http://www.threeriversmi.org)

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## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Property address \_\_\_\_\_ Date \_\_\_\_\_

Applicant's name \_\_\_\_\_

Applicant's address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile phone \_\_\_\_\_ Email \_\_\_\_\_

Property owner's name \_\_\_\_\_

Property owner's address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

1. Describe in detail each proposed exterior alteration, improvement, or repair. Please include relevant information such as size, color, material, etc.(use additional paper if necessary):

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2. Will the repair or alteration match existing or original materials and design? ☐ YES ☐ NO, explain:

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3. If work proposed involves repointing or tuckpointing, will the new mortar match the original mortar in color, joint profile, and composition? ☐ YES ☐ NO, explain:

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4. Is there any pending action by another City Department or Regulatory Agency (Health Department, Building Inspector, etc.)? ☐ YES ☐ NO If yes, please specify:

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5. Is this request the result of a disability? ☐ YES ☐ NO If yes, please explain:

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6. What are the approximate start and finish dates of the proposed work? Start: \_\_\_\_\_ Finish: \_\_\_\_\_

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

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## APPLICATION APPROVALS EXPIRE AFTER 12 MONTHS

Contact the Building Inspector to determine if a Building Permit is needed.

Applicant's signature:

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Building Owner's signature:

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**NOTE:** *If proposed work involves repairs to or replacement of exterior components matching the existing (or original) materials and design, application may be approved by city staff. All work must be completed with good workmanship, meeting construction industry standards. If any changes are proposed for an exterior design feature, the Historic District Commission must review the application.*

**ATTENDANCE AT THE COMMISSION MEETING IS STRONGLY RECOMMENDED.** *If you choose not to attend a Historic District Commission meeting, the Commission is not responsible for any delays that may occur in the approval process. The Historic District Commission meets on the third Monday of each month at 4:00 in the Chamber of Commerce offices at 57 N. Main St. in Three Rivers.*

### SUPPORTING INFORMATION AND MATERIALS

The following information is required for a complete application. These materials will help the Commission understand the work you propose to do. Please include any other information you feel will assist the approval of your application.

- **Photographs** of the entire structure in its present condition as seen from the street or parking area and detail photos of the work area. The photographs should be labeled with the address and date of the photo. Photos should be keyed to the site plan (below).
- **Current close-up photographs** of each portion of the structure, in its present condition, that is proposed for alteration, removal, or replacement. Each photograph should be labeled to indicate what is shown, address, and date of the photo.
- **Historic photographs**, if available. The Michigan Room at the Three Rivers Public Library is a good resource for historic photographs.
- **Sketch or 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 (i.e. – a window, door entrance, or roof cornice), then scaled drawings of these details may be submitted in place of elevation drawings.
- **Materials list**, including size and type of material. Include all existing and proposed materials and finishes.

### RETURN THIS FORM AND SUPPORTING MATERIALS TO:

Historic District Commission  
57 N. Main St.  
Three Rivers, MI 49093