



Historic District Commission
 Planning & Zoning
 100 McMorran Blvd
 Port Huron, MI 48060
 810.987.9733

Application for Notice to Proceed or Certificate of Appropriateness in the Historic District

Standards	
<p>If the owner of the property is interested in receiving tax credits, APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE.</p> <p>Properties within the City of Port Huron Historic District are subject to the City of Port Huron Historic District Ordinance (Chapter 52-576 through Chapter 52-591). The purpose of the ordinance is to preserve and protect our historic resource. The commission is established by the Ordinance, and has the authority to review and approve all work permit applications and plans for exterior property improvements within the Historic District. Regular building maintenance is permitted and encouraged; however, a work permit is required for all alterations, significant repairs, new construction, demolition, moving of buildings, and all other activities affecting the exterior appearance of buildings and properties within these districts.</p>	
Submission of Application	
<p>This application must be received by the City at least 14 days prior to the meeting date. The Historic District Committee meeting is held the first Tuesday of the month at 4:00 PM in the Public Meeting room, City Municipal Building, 100 McMorran Boulevard, Port Huron, Michigan unless it is a legal holiday. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.</p>	
Property Information	
Address:	Parcel #
Property Owner or Lessee:	
Phone #	E-mail:
Name of contractor (if applicable)	
Address	
Phone #	E-mail:
License Number:	Expiration Date:
Application Requirements	
Required Items for a Complete Application	
Anticipated start date:	Proposed completion date:
<p>To be placed on the agenda the following items must be included with your application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current photo of the structure as seen from the street and where proposed work is to take place. <ul style="list-style-type: none"> <input type="checkbox"/> For signs, only a street view is required. <input type="checkbox"/> For fences, include pictures of the property/lot that is to be fenced. <input type="checkbox"/> Sketch, drawing or plans drawn to scale to show details and specification of ornamental features, alterations and include size and description of work to be completed. <input type="checkbox"/> Materials list (must include catalog or spec sheets clearly identifying choice of details, products and materials). Sample of materials must be provided at the HDC meeting. <input type="checkbox"/> Replacement doors, windows and lights require a copy of the specification sheet. <input type="checkbox"/> \$25 application fee. 	
Description of Work	

<input type="checkbox"/> New Construction	<input type="checkbox"/> Rehab / Restoration	<input type="checkbox"/> Addition	<input type="checkbox"/> Façade	<input type="checkbox"/> Sign
Describe the proposed project: _____ _____ _____ _____				
1. Will the repair or alteration match existing or original materials and design? If no, please explain in #2: _____				
2. What design details will be lost or changed? Please be specific and identify all details that will be changed. Refer to the general information on the back of this sheet in planning and describing your project: _____ _____ _____				
3. Is there any action pending by any other city departments or regulatory agency (housing inspection, zoning, building permits, etc.)? If so please specify: _____ _____ _____				
4. Is this request the result of having to comply with ADA requirements? If yes, is there an immediate need (Example: barrier-free access) – please explain: _____ _____ _____				
5. If the work proposed involves chimney, brick siding, foundation or other similar work for re-pointing/tuck pointing, will the new mortar match the original mortar color, joint profile and composition? _____ _____ _____				
Authorization				
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to confirm to all applicable laws of the State of Michigan and City of Port Huron Ordinance. All information submitted on this application is accurate to the best of my knowledge.				
Owner/Lessee/Agent Signature: _____ Date: _____ By signing this form the applicant/owner/lessee certifies that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.				
Office Use Only				
Date Stamp Received		HDC Meeting Date: _____ Payment Receipt: _____		

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!

GENERAL INFORMATION

Each building has its own unique attributes, which are commonly referred to as its "style". These are the components that make it appear aesthetically harmonious with surrounding architecture. These attributes should be looked at carefully when evaluating an historic building. Engaging in work that lacks forethought will have an adverse effect on the historic resource as well as the value of the building. Changes may also affect the entire neighborhood.

The primary aim of historic rehabilitation is to bring a property to a state of utility through repair or alteration while retaining the features that are significant to its historic, architectural, and culture values. This can be accomplished through careful consideration of the following: (1) minimal change to the defining characteristics of the building; (2) Differentiating the new from the old, but making it compatible in order to preserve the architectural integrity, and; (3) retaining the essential character of the historic building even if new additions are removed in the future.

Porches:

- Details such as banisters, brackets, balusters, columns, tiles, roof decorations, and railings should be retained.
- Railings shall be constructed of appropriate material complimentary to the design of the porch.
- Repair columns with like material.
- Repair decking with like material.

Windows and doors:

- Introducing or changing the location or size of existing windows, doors, and other openings that alter the architectural and historical character of the building generally shall not be permitted.
- Unusual decorative windows such as Palladian, Oriels, bays, Gothic arch, or segmented top shall not be removed or altered.
- Whenever possible, repairing and retaining original windows and doors is preferable.
- Replacement windows shall duplicate the appearance of the existing original windows in design, size, proportion, reflective qualities, and profiles, including the profile of sash rails, stiles, and muntins.

New construction:

- After review, the HDC shall make a determination as to whether a proposed structure is compatible with other structures in the district. Categories to be considered shall include form, proportion, mass, configuration, building materials, texture, color, location on the site, and landscaping.

Additional resources:

These websites offer a more detailed guidebook on guidelines on historic preservation.

City of Muskegon - <https://www.muskegon-mi.gov/cresources/historic-preservation-booklet.pdf>

Michigan City, Indiana - <http://www.emichigancity.com/cityhall/boards/historic/pdf/historic-district-guidelines.pdf>