



215 WEST MAIN STREET
NORTHVILLE, MI 48167
(248) 449-9902

Cashier Validation (Code 104)

APPLICATION FOR HISTORIC DISTRICT COMMISSION DEMOLITION OR MOVING OF A HISTORIC BUILDING

Demolition/Moving Case # _____ Associated HDC Case # _____

1. Complete pages 1 and 2 of the application, including applicant and property owner signature. Read and sign the certification on page 2.
2. Fee Schedule
 \$75 Demolition and Moving Building Application Fee (all demos, including partial demo of house, garage, etc.)
 \$275 Public Hearing Fee (In addition to the application fee. Fee required if the HDC requires a public hearing. Fee must be paid before public hearing is noticed. Non-payment shall result in public hearing being deferred to a later meeting date.)
3. Review pages 3 – 5 of the application for the application and documentation requirements. You are required to submit 15 identical packets of documentation. The application must be on top and back up documentation attached to the back of each application, and folded to the same size at the application. Please review pages 3-5 for complete instructions. Compile the required documentation as described. **Note that your application will not be processed until all the required information has been received. Applications submitted without fees are not considered a timely submission, and shall be deferred to a future meeting.**
4. If the proposed work includes other changes to the exterior of the resource, then an *Application for Historic District Commission* also needs to be completed and filed with the Building Department. Refer to *Instructions for the Application for Historic District Commission* for more information.
5. Submit the application, required documentation, and fee to: City of Northville Historic District Commission, Building Department, 215 W. Main St., Northville, MI 48167. **Refer to the instructions on pages 3-5 for submission deadline.**

Property Location: _____
(Number) (Street)

APPLICANT INFORMATION

Name: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ Email Address: _____

Signature: _____ Date _____

PROPERTY OWNER INFORMATION

Attach Proof of Ownership of property, consisting of title insurance, purchase agreement. If you are applying on behalf of the owner, a notarized letter of authorization from the property owner must also accompany this application as well as proof of ownership.

Name: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ Email Address: _____

Signature: _____ Date _____

PROPOSED ACTION (Check ALL that apply)

- Total Demolition (The entire building/structure is to be demolished)
- Partial Demolition (A portion of the building/structure is to be demolished or dismantled & reconstructed)
Estimated percentage of original structure remaining after proposed demolition/dismantling _____%
- Relocating the building/structure to another location within the Historic District
 - Relocation on same parcel
 - Relocation to different parcel in the Historic District
- Relocating the building/structure outside of the Historic District
- Other _____

GROUNDINGS UPON WHICH THE APPLICATION IS BASED

**** See attached instructions for explanation of "Grounds" ****

- Resource constitutes a hazard to the safety of the public or the occupants
- Resource is a deterrent to a major improvement program
- Retaining the resource will cause undue financial hardship to the owner
- Retaining the resource is not in the interest of the majority of the community

SEE PAGES 3 – 5 FOR REQUIRED DOCUMENTATION THAT MUST BE INCLUDED WITH THIS APPLICATION. YOU MUST SUBMIT 15 IDENTICAL PACKETS OF INFORMATION. SEE PAGES 3-5 FOR PACKET ASSEMBLY INSTRUCTIONS.

SIGNATURE AND CERTIFICATION – both the applicant and property owner must sign

Building Official Notification: By signing below, I understand and acknowledge that if during the construction process, new conditions or circumstances arise that will require changes to the plans approved by the Historic District Commission, I and/or my designated representative (builder, architect, etc.) will notify the City of Northville Building Official **BEFORE PROCEEDING WITH CONSTRUCTION OF DESIRED CHANGES.**

Certification of Fire Safety: By signing below, I certify that the property where work will be undertaken as described in this application has or will have before the proposed work is complete a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRossett-Hale single State Construction Code Act, 1972 PA 230 MCL 125.1531.

Applicant signature _____ **Date** _____

Full legal name (individual or company) _____

Applicant mailing address _____

Applicant telephone _____

Property Owner signature _____ **Date** _____

Full legal name (individual or company) _____

Property Owner mailing address _____

Property Owner telephone _____

CONTINUE TO PAGES 3 – 5 FOR DESCRIPTION OF REQUIRED DOCUMENTATION AND SUBMISSION REQUIREMENTS

INSTRUCTIONS FOR THE APPLICATION FOR DEMOLITION OR RELOCATION OF A HISTORIC BUILDING

The Northville Historic District Commission's (HDC) legal responsibility is to protect historic resources within the Historic District. Regarding proposed demolition or moving (relocation) of resources, the HDC is guided by the following document: *Guidelines for the Consideration of Applications for the Demolition or Moving of Structures Within the Northville Historic District* ("Guidelines"). This document outlines the application requirements, review process, and the standards used by the HDC to evaluate proposals. **Each applicant is encouraged to read the Guidelines, which are available on Northville's website:**

<http://www.ci.northville.mi.us/Community/HistoricDistrict/DemolitionGuidelines.pdf>

APPLICATION REQUIREMENTS See Page 1 for required fees.

Each application requires submittal of fifteen (15) identical packets of documentation. Blueprint size or 11"x17" paper is requested when scaled and/or dimensioned drawings are required. Applications must be on top with backup documentation attached to the back of each application, and folded to the same size as the application. **Submissions in individual folders, binders, etc. will not be accepted.**

The deadline to submit applications and documentation is no later than 4:00 p.m. on the 16th day prior to the next scheduled Historic District Commission meeting date. If this date falls on a Saturday or Sunday, applications need to be submitted on the Friday prior to the due date. Late applications will be placed on the agenda for the following month. Submission deadlines may be revised due to holidays. A complete list of application submission deadline dates is available on the City's website <http://www.ci.northville.mi.us/Government/BoardsAndCommissions/ProceduresToAppear.asp#Historic>

THESE ARE THE MINIMUM REQUIREMENTS. THE COMMISSION AND ITS STAFF RESERVE THE RIGHT TO ASK FOR ADDITIONAL INFORMATION AS AN INDIVIDUAL CASE REQUIRES.

GENERAL REQUIREMENTS

All applications shall submit the following information. Additional information (listed in the following sections) is required for each specific "grounds" upon which your application is based.

- Architectural and historical data on the structure, as available:
 - Date of construction of the resource
 - Architectural style of the resource
 - Historic photographs of the resource
 - Name of original owner / builder / developer
 - Building timeline (i.e., dates and location of additions, demolition and changes)
 - Detailed description of building materials that are original to the resource
 - Historic information regarding the resource (i.e., notable residents, highly recognized landmark, important site, etc.)
- A completed HDC Application for Demolition or Relocation of a Historic Building.
- Written narrative description of proposed process to accomplish the work.
- Specific grounds upon which the application for demolition or moving permit is based. (See pages 4-5 of the Application Instructions for a description of the "grounds.")
- Information sufficient to justify the grounds upon which you have chosen to base the application.
- Written evidence that alternatives to demolition or moving/relocation have been evaluated (including but not limited to rehabilitation, sale, adaptive reuse) and provide both architectural and financial data to support a conclusion the demolition or moving/relocation is the only feasible option. This evidence shall show that the property was offered for sale, and how the property was advertised for sale.
- Written evidence of any advice sought by the applicant from a professional(s) experience in historic preservation work.
- It is the applicant's burden to show that the application complies with the ordinance. If the applicant does not meet the burden, the application shall be denied.

APPLICATIONS BASED UPON SAFETY HAZARD

Grounds: The resource constitutes a hazard to the safety of the public or the occupants.

Applicant to provide the following:

- Certified written report by a structural engineer who is approved by the Historic District Commission for this project, and who is included on the City's list of authorized structural engineers. The structural engineer's report will include their assessment of the structural soundness of the building and its adaptability for rehabilitation. Any dangerous conditions should be identified. The Historic District Commission, at its sole discretion, may waive the requirement for a structural engineer's report. Waivers shall be considered only for structures or buildings that are small, or of simple construction, or are historically insignificant, or that possess other defining characteristics that assist the Commissioners in evaluating its adaptability for rehabilitation without an engineer's report. The applicant shall place in escrow with the City of Northville an amount determined by the City Council to cover the expenses of the structural engineer's report. The escrow will be used by the City to pay the structural engineer for their services to develop the report. Any funds not used for this purpose will be returned to the applicant.
- Detailed written description of existing conditions.
- Detailed written description of proposed changes.
- Site plan, drawn and printed to scale, showing the location of the resource proposed to be demolished in relationship to other structures on the property, and to the property lines.
- Site plan, drawn and printed to scale, and any other information which accurately describes the proposed use and appearance of the site after demolition or relocation/moving of the resource.
- Feasibility of alternative uses for the property that would allow retention of the structure.
- Floor plans drawn and printed to scale with dimensions.
- Photographs of the property showing all elevations, close-ups of details, and relationship to adjacent and surrounding structures.

APPLICATIONS BASED UPON THE RESOURCE BEING A DETERRENT TO A MAJOR IMPROVEMENT PROGRAM

Grounds: The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing and environmental clearances.

Applicant to provide the following:

- Written description of the nature of the proposed improvement and how it will benefit the broader community.
- Site plan, drawn and printed to scale, showing the site after the proposed work, including existing and new construction.
- Building schematic plans and elevations sufficient to illustrate the size, mass, materials and appearance of the proposed new construction in relation to remaining historic elements on the applicant's property and surrounding sites.
- Evidence of required planning and zoning approval for proposed work, financing and environmental clearances.
- Floor plans drawn and printed to scale with dimensions.
- Photographs of the property showing all elevations, close-ups of details, and relationship to adjacent and surrounding structures.

APPLICATION BASED ON UNDUE FINANCIAL HARDSHIP

Grounds: Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God or other event beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.

Applicant to provide, in written form, information sufficient to establish financial hardship, which shall include the following:

- Form of ownership of the property, including names and addresses of the owners. If owner is an organization, governmental entity or corporation, include name and telephone number of contact person.
- Amount paid for the property, date of purchase, party from whom property was purchased, and any relationship between parties.
- Remaining balance on any mortgage or other financing secured by the property.
- If property is income-producing, (1) annual gross income for the previous three years (2) itemized operating and maintenance expenses (3) depreciation deduction (4) annual cash flow before and after debt service.
- Assessed value and real estate tax on the property, according to the two most recent tax assessments.
- Estimated fair market value of the property (1) in its current condition (2) after complying with NHDC Standards and Guidelines (3) after the proposed demolition or moving/relocation.
- Any real estate listing of the property for sale or rent in the past three years, including price asked, open houses held, prospects shown the property and offers received.
- Three bids each for the cost of the proposed demolition or moving compared with the cost of complying with Northville Historic District Standards and Guidelines.
- Three bids each for the cost of proposed demolition or moving compared with the cost of stabilizing or "mothballing" the resource.
- Long term and short term availability of funds, including income and financing, available to the owner that would allow retention of the resource.
- List of financial incentives for preserving the resource available to the applicant through federal, state, city or private programs.
- Floor plans drawn and printed to scale with dimensions.
- Photographs of the property showing all elevations, close-ups of details, and relationship to adjacent and surrounding structures.

APPLICATION BASED ON THE INTEREST OF THE MAJORITY OF THE COMMUNITY

Grounds: Retaining the resource is not in the interest of the majority of the community.

Applicant to provide the following:

- Written description of the nature of the resource and existing conditions.
- Written description of proposed changes.
- Written discussion of how the demolition or moving of the resource might benefit the community.
- Site plan, drawn and printed to scale, showing the location of the resource proposed to be demolished or moved in relationship to other structures on the property, and to the property lines.
- Site plan, drawn and printed to scale, and any other information which accurately describes the proposed use and appearance of the site after demolition or moving of the resource.
- Feasibility of alternative uses for the property that would allow compliance with Northville Historic District Standards and Guidelines.
- Floor plans drawn and printed to scale with dimensions.
- Photographs of the property showing all elevations, close-ups of details, and relationship to adjacent and surrounding properties.