

Historic Review Board of Michigan City, Indiana

Certificate of Appropriateness Applications

Sec. 62-91. Work Requiring Certificate.

Except as provided in sections 62-67 and 62-97, a certificate of appropriateness must be issued by or on behalf of the commission before a permit is issued for or work is begun on any of the following:

- (1) Within all areas of the historic district:
 - a. The demolition of any building;
 - b. The moving of any building;
 - c. A conspicuous change in the exterior appearance of historic buildings by additions, reconstruction, alteration or maintenance involving exterior color change; or
 - d. Any new construction of a principal building or accessory building or structure subject to view from a public way.

- (2) Within a primary area of the historic district:
 - a. A change in walls and fences or the construction of walls and fences along public ways;
or
 - b. A conspicuous change in the exterior appearance of non-historic buildings subject to view from a public way by additions, reconstruction, alteration, or maintenance involving exterior color change.

Sec. 62-92. Application.

Application for a certificate of appropriateness may be made in the office of the commission on forms provided by that office. Detailed drawings, plans or specifications are not required. However, to the extent reasonably required for the commission to make a decision, each application must be accompanied by sketches, drawings, photographs, descriptions or other information showing the proposed exterior alterations, additions, changes or new construction.

Sec. 62-93. Issuance or Denial

- (a) The commission may advise and make recommendations to the applicant before acting on an application for a certificate of appropriateness.
- (b) If an application for a certificate of appropriateness:
 - (1) Is approved by the commission; or
 - (2) Is not acted on by the commission;within 30 days after it is filed, a certificate of appropriateness shall be issued. If the certificate is issued, the application shall be processed in the same manner as applications for building or demolition permits required by the city, if any, are processed.

If no building or demolition permits are required by the city, the applicant may proceed with the work authorized by the certificate.

- (c) If the commission denies an application for a certificate of appropriateness within 30 days after it is filed, the certificate may not be issued. The commission must state its reasons for the denial in writing, and must advise the applicant. An application that has been denied may not be processed as an application for a building or demolition permit and does not authorize any work by the applicant.
- (d) The commission may grant an extension of the 30-day limit prescribed by subsections (b) and (c) of this section if the applicant agrees to it.

Certificate of Appropriateness Steps

- 1) A property owner after receiving a Certificate of Appropriateness application should contact the Planning Department for information on what will be required to complete the application process.
- 2) Complete the application and gather all requested documentation.
- 3) Please submit the application and documents to the Planning Department no later than the second (2) Monday of the month.
- 4) The owner or a representative of the owner must be present at the project's scheduled meeting to answer details about the project. The Review Board meets on the fourth (4) Monday of the month.
- 5) Following the Historic Review Board meeting, the Planning Department will issue a letter to the applicant stating any approvals and/or denials to their application.

For help please contact the Planning Department at 219-873-1419

Examples of supporting documentation to provide:

- 1) If fixing and/or replacing window(s) provide the manufacturer, model, style, size and material of the window(s) along with a photograph of each elevation. Identify which windows are a part of this project.
- 2) If fixing and/or replacing siding provide the manufacturer, panel thickness, profile and material of the siding along with a photograph of each elevation of the project.
- 3) If fixing and/or replacing a roof provide the manufacturer, style and material of the roof along with a photograph of the current roof and proposed roof material.
- 4) For an exterior color change provide color swatches. This includes windows, siding and roof.
- 5) Additional documentation may be required.

HISTORIC REVIEW BOARD OF MICHIGAN CITY INDIANA CERTIFICATE OF APPROPRIATENESS APPLICATION

To be completed by applicant. Incomplete applications will not be processed.

PROJECT ADDRESS _____ Year Built _____

Owner's Name _____ Phone # _____

Owner's Address _____

E-mail address _____

Existing Use of Structure _____

Proposed Use of Structure _____

Proposed Work In-Kind Landscape New Replacement (not in-kind) Demolition
(more than one may be checked)

Check all the items involved in this project.

- | | | | | |
|--|--|--|----------------------------------|--|
| <input type="checkbox"/> Windows | <input type="checkbox"/> Roof | <input type="checkbox"/> Doors | <input type="checkbox"/> Siding | <input type="checkbox"/> Fascia/Suffit |
| <input type="checkbox"/> Porch/Deck | <input type="checkbox"/> Fence | <input type="checkbox"/> Exterior Color Change | <input type="checkbox"/> Awnings | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Driveway/Sidewalk | <input type="checkbox"/> Tuck-Pointing | <input type="checkbox"/> Other _____ | | |

Check all the materials being used in this project.

- | | | | |
|---------------------------------------|--|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Wood | <input type="checkbox"/> Engineered Wood | <input type="checkbox"/> Aluminum | <input type="checkbox"/> Asphalt |
| <input type="checkbox"/> Fiber Cement | <input type="checkbox"/> Fiberglass | <input type="checkbox"/> Brick | <input type="checkbox"/> Stone |
| <input type="checkbox"/> Other _____ | | | |

Which elevation(s) is the work proposed on?

- North South East West

PROVIDE ADDITIONAL INFORMATION AND ANY SUPPORTING DOCUMENTATION SUFFICIENT FOR THE COMMISSION TO MAKE A DECISION. _____

IF USING A CONTRACTOR, THEY MUST BE REGISTERED TO WORK IN THE CITY OF MICHIGAN CITY INCLUDING ANY SUBCONTRACTORS.

Name of contractor(s) _____

SUBMISSION OF ONE OR MORE OF THE FOLLOWING DOCUMENTS IS REQUIRED:

- Site Survey Elevation Drawings Building Plans Photographs
 Drawings & Sketches of: _____

(Signature of Owner or Authorized Agent)

(Date)

***** FOR OFFICE USE ONLY *****

Decision of the Board _____

Authorized Commission

Application Number # _____

(Signature)

(Title)

(Date)

(Signature)

(Title)

(Date)

(Signature)

(Title)

(Date)

- Regular Meeting Certificate of Appropriateness
 Special Meeting Certificate of Appropriateness
 Staff Approval Certificate of Appropriateness