



## Instructions for filing a Certificate of Appropriateness Application before the CITY OF MICHIGAN CITY HISTORIC PRESERVATION COMMISSION

A Certificate of Appropriateness is required for moving, demolition, new construction, or a conspicuous change to the exterior of buildings in Michigan City Historic Districts. For reference, the ordinance states: (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.

The Historic Preservation Commission is concerned with those elements of development, redevelopment, rehabilitation, and preservation that affect visual quality in a Historic District. The Historic District regulations are intended to preserve and protect the historic architecturally worthy buildings, structures, sites, monuments, streetscapes, squares, and neighborhoods of the Historic Districts. Your careful work in the Historic District is appreciated. Thank you for your contribution to our historic community.

The Applicant is responsible for providing all documents and requested information with the application on or before the deadline for the Commission meeting. The information and documents must contain accurate information and must be submitted to the Planning Department prior to the scheduled meeting. The decision of the Commission depends on a concise and clear understanding of the applicant's request. It is strongly recommended that the Petitioner begin collecting the documents prior to the date of the deadline. *If a petition is not complete it will not be accepted or if it is filed late, it will be placed on the Agenda for the following month.* If you require assistance in completing this form or would like a copy of the application in an alternative format, please call the Planning Department at 219-873-1419 or email [planning@emichigancity.com](mailto:planning@emichigancity.com).

### STEP ONE: APPLICATION AND CHECKLIST

In order for an application to be considered complete it shall include at a minimum the following (Check all Items provided):

- Application Fee. Submitted to Planning Office by no later than 4:00 PM on the day of the posted Deadline for the desired Historic Preservation Commission meeting. (*Application Fee is \$0.00*)
- Complete application and checklist.** Submitted to Planning Office by no later than 4:00 PM on the day of the posted Deadline for the desired Historic Preservation Commission meeting. Application is attached. **An electronic copy in PDF format is required** to be submitted via email, flash drive, or file transfer service.

**For projects that involve repair of existing materials and elements, or projects that propose to replace existing materials with something different, please provide the following documents to complete the application:**

#### **Repair and/or Replace (all project types)**

- Samples, Brochures and/or Links to information, including manufacturer and product name/number, color, material

- 4.  Photographs of existing with captions (prefer digital photos submitted with application or email)
- 5.  Detailed customer proposal or similar.

**Additionally, for the following projects include:**

**New Buildings/Additions/Moving Buildings**

- 6.  Floor plan of proposed project, as they relate to fenestration
- 7.  Site plan indicating existing and new locations, dimensions, setback (and existing for moving)
- 8.  Elevation drawings including dimensions and height

**Site Work including fences, walls, and landscaping:**

- 9.  Site plan with location/dimensions of proposed work

**CITY OF MICHIGAN CITY HISTORIC PRESERVATION COMMISSION**

**2023 Application Deadlines and Meeting Dates**

**Note: All meetings take place in the NECA/IBEW Community Center Conference Room in Room 104, 301 E. 8th Street.**

**Commission meetings are on the 4th Monday of each month at 6:00 PM. Application deadlines are due on the 2nd Monday of each month by 4:00 PM except when City Hall is closed for a Holiday, in which case the deadline is the following day.**

**Historic Preservation Commission  
Deadline**

January 9, 2023  
 February 13, 2023  
 March 13, 2023  
 April 10, 2023  
 May 8, 2023  
 June 12, 2023  
 July 10, 2023  
 August 14, 2023  
 September 11, 2023  
 October 9, 2023\*  
 November 13, 2023  
 December 11, 2023  
 January 8, 2024

**Historic Preservation Commission  
Meeting Date**

January 23, 2023  
 February 27, 2023  
 March 27, 2023  
 April 24, 2023  
 May 22, 2023  
 June 26, 2023  
 July 24, 2023  
 August 28, 2023  
 September 25, 2023  
 October 23, 2023  
 November 27, 2023  
 December 18, 2023  
 January 22, 2024

**\*Dates Subject to Change**

**Application for Certificate of Appropriateness**  
City of Michigan City, Indiana  
100 East Michigan Boulevard, Michigan City, Indiana 46360  
MICHIGAN CITY HISTORIC PRESERVATION COMMISSION

Application Number (assigned by staff) \_\_\_\_\_ Filing Date (assigned by staff) \_\_\_\_\_

Property Address: \_\_\_\_\_  
Parcel ID: \_\_\_\_\_ Historic District: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant is (check one):  Sole Owner  Joint Owner  Tenant  
 Agent  Contractor  Other

**What do you want to do? Detailed project description:**

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**Why are you proposing the work?**

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Please read the following statements. Your signature below acknowledges that you have read the statements and attest to their accuracy:

- I understand that the approval of this application by City Staff or the HPC does not constitute approval of other federal, state, or local permit applications.
- I understand that I or my representative will need to attend the HPC meeting. If no representation is present at the meeting, the application may be deemed incomplete and may be denied.
- I have reviewed the City of Michigan City's "Historic District Guidelines" in preparing this Application.

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Signature of Owner/Applicant

Date

- By signing below, I acknowledge that the Owner of the property has given me permission to submit this application and make decisions and representations about the project on their behalf.

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Signature of Representative/Applicant

Date