



Date Stamp:

Department of Planning Building and Development
City of East Lansing Historic District Commission
410 Abbot Road – East Lansing, Michigan 48823
Telephone (517) 319-6930 – Fax (517) 337-1607
coelhistoricdistricts@cityofeastlansing.com

Certificate of Appropriateness

There is no fee to go to the Historic District Commission
(Please print clearly – See instruction on reverse side)
An incomplete application will not be accepted

Overview

In 1989, the City adopted its Historic Preservation Code to support Historic Neighborhoods that contain architecturally significant structures. The City also established a Landmark Historic District, which encompasses the most significant structures, regardless of location.

Construction in a Historic District

New construction or alterations of existing structures are not prohibited in Historic Neighborhoods; however, the construction or alteration is expected to be done in a historically appropriate manner. Applicants are encouraged to direct any construction to the rear of a structure, not visible from a public street. Additionally, materials used for new construction should be compatible with existing, historic materials.

Construction Approval

Generally, any work on the exterior of a structure requires approval from the Historic Preservation Officer or the Historic District Commission through the submission and approval of a Certificate of Appropriateness Application.

Project Information

In accordance with Article III, Section 20-61(a) of Chapter 20 (Historic Preservation Code) of the City of East Lansing, I hereby apply for review of the following proposed change(s):

Describe changes proposed for the structures exterior. Include plans, photographs and other information as required by Section 20-62 Chapter 20 (Use separate sheet if necessary, please be specific):

Reason for Change:

Property Information

Property Address:

Is this property a rental? YES NO

Applicant Information

Who is applying for the Certificate of Appropriateness?
 OWNER AGENT CONTRACTOR (Signature Required)

Email:

Name:

Phone:

Cell:

Address:

City:

State:

Zip:

SIGN HERE X

DATE

Applicant signature (Required)

Property Owner: Check box if same as above

Name:

Email:

Phone:

Cell:

Address:

City:

State:

Zip:

SIGN HERE X

DATE

Property owner signature (Required)

APPLICATION CONTINUED ON NEXT PAGE

Required Review

Signature and submission of this application by Owner and/or Agent:

- 1) Authorizes the City and/or its representative(s) to enter upon the property and take any photos or undertake any inspections necessary for review and action on this application; and
- 2) Signifies that Owner/Agent understands that the Historic Preservation Code applies to exterior work to this property and all properties in East Lansing Historic Districts; and
- 3) Certifies that the property now has or will have before the proposed project completion date, a fire alarm system or smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531; and
- 4) Certifies that the property owner has reviewed the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, as set forth in 36 CFR 67.

SIGN HERE**X****DATE****Required Items for a Complete Application. Check all that apply:**

To obtain a Certificate of appropriateness, an applicant shall file an application in writing on a form furnished by the City. Prior to acceptance, every application shall:

- Identify and describe the work to be authorized by the Certificate of Appropriateness
- Describe the land on which the proposed work is to be done by legal description, street address, mortgage survey or similar description.
- Be accompanied by scaled plans, elevations, diagrams, photographs and other similar documents necessary to demonstrate that the proposed work is in compliance with this Chapter. Plans shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the proposed work shall conform to the requirements of this Chapter.
- Be signed by the owner of record and any contractor performing the work.
- Be accompanied by other data and information as may be necessary to demonstrate compliance with the requirements of this Chapter.

* Please note the commission may determine at the time of the meeting if the application is complete or incomplete

SIGN HERE**X****DATE****Office Use Only****Review**

| | | |
|-------|--|--|
| Date: | Building permit required? <input type="checkbox"/> YES <input type="checkbox"/> NO | Application Complete? <input type="checkbox"/> YES <input type="checkbox"/> NO |
|-------|--|--|

Staff Action:

| | | |
|---|--|----------|
| <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED | <input type="checkbox"/> Refer to Historic District Commission | Permit # |
| Signature X | | |

Historic District Commission:

| | |
|---|---|
| Meeting Date: | Letter Date: |
| <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED | Extension requested: <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Date: | |
| Signature X | |

Final Inspection

| | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> APPROVED | <input type="checkbox"/> DENIED |
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Conditions of Approval (if applicable):

| | |
|--------------------------------------|---------------------------------|
| Conditions provided in letter dated: | Conditions provided in permit # |
|--------------------------------------|---------------------------------|