

Portage Historic District Commission

Application for Certificate of Appropriateness for Modifications to Historic District Structures

Before construction, alteration, repair, removal or demolition affecting the exterior appearance of a Historic District structure, the property owner or contractor proposing to take such action shall obtain permission to do so from the Historic District Commission (HDC). Permission must be obtained whether or not the work requires a building permit.

The property owner must complete the information requested below and submit plans, drawings and/or pictures sufficient enough to clearly illustrate the proposed actions.

The HDC will review said plans at their regularly scheduled meetings held on a monthly basis. The property owner and/or contractor are invited to attend the meeting. After approval by the HDC, the Commission will issue the property owner a Certificate of Approval. If a building permit is necessary, the Community Development Department will then issue a building permit as long as other requirements for the permit are met. Questions can be directed to Erica Eklov, Administrative Assistant – Office of the City Manager, at 329-4400 or eklove@portagemi.gov.

For assistance in researching appropriate historic home modification tips, please consult the National Park Service's *Preservation Briefs* online at www.nps.gov/hps/tps/briefs/presbhom.htm. For further information, property owners should review Chapter 38 of the City Ordinance.

Name(s) of applicant _____ Date _____

Address of historic property _____

Telephone number of applicant _____

Description of proposed action _____

Reason for proposed action _____

Materials to be used (please be descriptive as possible) _____

Please attach plans, drawings, and/or photos sufficient to clearly illustrate the proposed action.

Signature of Applicant