



Department of Planning and Economic Development
 1000 Rochester Hills Dr.
 Rochester Hills, MI 48309
 (248) 656-4660

Historic Districts Commission (HDC) New Construction/ Demolition Application

Project Information

Name		
Requesting approval for <i>(check all that apply)</i>		
<input type="checkbox"/> New Building	<input type="checkbox"/> Building Relocation	<input type="checkbox"/> Exterior Alteration
<input type="checkbox"/> Addition	<input type="checkbox"/> Demolition	<input type="checkbox"/> Other <i>(please describe)</i>
Type of Use		
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other <i>(please describe)</i>
Year Home/Structure Built <i>(for an existing home/structure)</i>		
Description of Proposed Project and Use(s)		
History of site, structure(s), and building(s)		

Property Information

Street Address		
Parcel Identification Number	Property Dimensions Width at Road Frontage: _____ Depth: _____	
Land Area <i>(acres)</i>	# of Lots/Units <i>(if applicable)</i>	
Current Use(s)	Current Zoning	
Historic District Location <i>(check one as indicated on the City's Historic Districts Map)</i>		
<input type="checkbox"/> Stoney Creek	<input type="checkbox"/> Winkler Mill Pond	<input type="checkbox"/> Non-contiguous



Applicant Information

Name		
Address		
City	State	Zip
Phone	Email	
Applicant's Legal Interest in Property		

Property Owner Information Check here if same as above

Name		
Address		
City	State	Zip
Phone	Email	

Applicant's/Property Owner's Signature

I (we) do certify that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.

I (we) understand that if it is determined that the application is not complete, the City shall immediately identify in writing what is needed to make the application complete.

I (we) understand and acknowledge that any work authorized by the Historic Districts Commission is required to be inspected by City Inspectors, and authorize the employees and representatives of the City of Rochester Hills to enter and conduct an investigation of the above referenced property.

I (we) hereby certify that the property (resource) where work will be undertaken has, or will have before the proposed project completion date, 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 125.1501 to 125-1531. *(Certification required pursuant to Public Act 65, amended April 20, 2004, an Amendment to Public Act 169 of 1970, Michigan's Local Historic District Act).*

I (we) will notify the Department of Planning & Economic Development upon completion of the approved work.

Applicant's Signature	Applicant's Printed Name	Date
Property Owner's Signature	Property Owner's Printed Name	Date

OFFICE USE ONLY

Date Filed	File #	Escrow #
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HDC New Construction/Demolition Application Instructions

For additional information, please refer to the Historical Preservation Ordinance ([Chapter 118 of the Code of Ordinances](#)) which is available on the City's website.

1. **Completed Applications.** Completed applications include the following.
 - a. Site plan drawn to an appropriate scale, identifying and dimensioning all major features including property lines, main buildings, outbuildings, parking areas, drives, walkways, fences, major trees, significant variations in grade elevation, relationship to adjacent streets and structures, and the relationship of major features to property lines, a north point shall be indicated on the plan
 - b. Plans and elevations of the structure drawn to scale (minimum scale of 1/4 in. = 1 ft. for residential and 1/8 in. = 1 ft. for commercial) illustrating the entire exterior perimeter of new resources, existing resources on which work is to be done, and any proposed work, together with pertinent dimensions and depiction of major exterior features including doors, windows, bays, porches, architectural trim and elevations; details pertaining to exterior building materials shall also be provided including types, finishes and colors, kind and size of exterior wall material, and other significant architectural information (*if applicable*)
 - c. Any other information which the applicant feels will aid the City in its review including photographs, research materials or other descriptive information

2. **Application Process.** You may submit all required documents online. [Click here](#) to apply for a Planning, Zoning or Engineering Process online.

3. **Review Process.** Before construction, alteration, repair, moving or demolition affecting the exterior appearance of a structure, or the construction of a new structure or part thereof, within a Historic District, the person proposing to take such action shall apply for and obtain permission to do so from the HDC, regardless of whether a building permit is required.

A person requesting to do any work on a resource within a Historic District that requires a building permit shall apply to the Building Department. The Building Department shall review the completed application to ensure the proposed work will comply with applicable setback and other planning, zoning, and environmental requirements and any other applicable Ordinances and forward their approval/denial onto the HDC.

City staff and consultants will review the plans to ensure compliance with City ordinances within 15 days of submittal (10 days for subsequent reviews). If it is determined that one or more applicable item(s) are not included or need to be modified, the applicant will be contacted. Incomplete applications will not be placed on a HDC agenda until all necessary information is submitted and reviewed. When it is determined by City staff that the application is complete and any necessary revisions have been made, the project will be placed on the next scheduled HDC meeting. HDC meetings are generally held the second Thursday of each month at 7:00 P.M.

1. **Fees.** Established fees as follows must be provided before the application can be processed. Checks should be made payable to the City of Rochester Hills.
 1. Permit applications requiring Historic District Commission review: \$80
 2. Modifications to decrease the size of a designated historic district or removal of a property from a designated historic district.
 - a. The applicant shall be charged a review fee corresponding to the cost of consultant investigation and review.
 - b. There shall be charges for an escrow deposit made at the time of application to pay for the cost of city-retained consultants for investigation and plan review services and city administration costs shall be as follows:

For a parcel 2 acres in size or less	\$500 per parcel
For a parcel 2 to 5 acres in size	\$1,000 per parcel
For a parcel greater than 5 acres in size	\$1,500 per parcel
PLUS	Administrative cost equal to 20% of the total consultant charges or \$100, whichever is greater

2. **Questions or Clarifications.** Please contact the Department of Planning and Economic Development at the contact information above for questions or clarifications.