



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

Historic Districts Establishment, Modification or Elimination Application

Project Information

Name
Application for <input type="checkbox"/> Establishment <input type="checkbox"/> Modification <input type="checkbox"/> Elimination
Reason for Establishment, Modification or Elimination
History of site, structure(s), or resource(s)

Property Information

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



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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

<p>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.</p> <p>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.</p> <p>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.</p> <p>I (we) will notify the Department of Planning & Economic Development upon completion of the approved work.</p>		
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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Historic Districts Establishment, Modification or Elimination 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 historical information on the resource. This may include (*but is not limited to*):
 - a. Age of structure(s)
 - b. Architect or builder
 - c. Previous owners
 - d. Significant events or persons associated with the resource
 - e. Copy of Deeds
 - f. Photograph(s) of structure(s)
 - g. History of site (*any historical documentation should include references and page numbers*)
 - h. Any other information which the applicant feels will aid the City in its review

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.** The review process is outlined in [Article II Division 4 Procedure to Establish, Modify or Eliminate District](#). Any request will be forwarded to the City Council. If the City Council determines that there are reasonable grounds for the request, the request will be forwarded to the Historic District Study Committee (HDSC) to conduct an investigation of the request. 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 HDSC meeting. HDSC meetings are generally held the second Thursday of each month at 5:30 P.M.

The HDSC will prepare a preliminary report which will be forwarded to the Rochester Hills Planning Commission and State Historic Preservation Office. The HDSC will then hold a public hearing (at least 60 days after transmittal of the preliminary report). A final report will then be prepared containing a recommendation to the City Council, who will then act on the request.

- a. **Designation.** To be eligible for designation, a resource must qualify under the National Register Criteria for historic designation, which includes the following criteria:
 - 1) That are associated with events that have made a significant contribution to the broad patterns of our history; or
 - 2) That are associated with the lives of persons significant in our past; or
 - 3) That embody the distinctive characteristics of a type, period, or method of construction, or that represent work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction, or
 - 4) That have yielded, or may be likely to yield, information important in prehistory or history.
- b. **Elimination.** In considering elimination of a historic district, one or more of the following needs to be shown:
 - 1) Lost physical characteristics. The historic district has lost those physical characteristics that enabled establishment of the district;
 - 2) Insignificance. The historic district was not significant in a way previously defined, or
 - 3) Defective procedure. The historic district was established pursuant to defective procedures.

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.

Resources to assist in research include:

- [Rochester Hills Museum](#)
248-656-4663
- [Rochester Hills Assessing Department](#)
248-656-4605
- [Rochester Hills Building Department](#)
248-656-4615
- [Rochester Hills Library](#) (Local History Room)
248-650-7135
- [Oakland University](#) (Archives & Library)
248-370-2492
- [State of Michigan](#) (Archives)
517-373-1630
- [Oakland County Register of Deeds](#)
248-858-0597
- [Lake Orion Library](#) (cemetery records, birth/death records)
248-693-3000
- [Troy Library](#)
248-524-3538

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.