



## **Historic Districts Commission Review/Permit Procedure**

If you are uncertain whether your proposed work needs to be reviewed by the Historic Districts Commission, we suggest you contact the Rochester Hills Planning & Economic Development Department (248-656-4660). The Planning & Development Department is the staff liaison for the HDC.

The completed application materials required for HDC review must be submitted to the Planning & Development Department at least three (3) weeks prior to a regularly scheduled HDC meeting. [Click here](#) to submit required documents and applications via our online portal.

The HDC meets on the second (2<sup>nd</sup>) Thursday of each month at 7:00 PM at the Rochester Hills Municipal Offices.

You may find it helpful to schedule attending an HDC meeting for an informal discussion of your proposed work prior to making application for a formal review.

### **Information for the Commission:**

A review by the Historic Districts Commission requires that an application for work be completed and submitted, along with the following (as applicable):

- Site Plan
- Plans and Elevations for Structures
- Other Descriptive Material  
(product samples (i.e. shingles), brochures, photographs, etc.)

The Planning & Development Department HDC Liaison can assist you with the details of these submissions, or may waive any of the foregoing information requirements if it is deemed that such information is not necessary for the HDC's deliberations.

### **STEP 1: Application to the Building Department**

If the nature of your proposed work requires a Building Permit, a completed application and all appropriate materials and applicable permit fees must be submitted to the Rochester Hills Building Department for review. If a Building Permit is not required, steps 1 & 2 are not necessary, and the completed application and materials are submitted to the Planning & Development Department as indicated above. [Click here](#) to apply for a building permit via our online portal.

### **STEP 2: Building Department Review**

If applicable, the Building Department reviews completed Building Permit Applications for compliance with local codes and other applicable ordinances. Your approved Building Department application is forwarded to the Planning & Economic Development Department for HDC review. Upon receipt of a complete application, the Planning & Economic Development Department will prepare a Staff Report and schedule your project for review on the next available HDC Agenda.

**STEP 3: Review by the Historic Districts Commission**

The HDC conducts a review of your proposed work, applying the standards provided in the City's [Historical Preservation Ordinance](#) and by following the Secretary of the Interior's Standards for Rehabilitation.

The Commission will review and act upon only exterior features of a resource unless interior work will cause a visible change to the exterior.

**STEP 4: Rendering a Decision**

The Commission may:

- Approve your proposed work and issue a *Certificate of Appropriateness*;
- Deny the proposed work, or
- Give permission, pursuant to a finding under Section 118-164 of the Historical Preservation Ordinance, *Notice to Proceed*, for work that is not appropriate, but will be permitted due to financial hardship or community needs.

The HDC is obligated to render a decision within sixty (60) calendar days of receipt of a completed application, unless an extension has been agreed upon, in writing, with the applicant.

**STEP 5: Approval**

If your proposed work is approved, the HDC files a *Certificate of Appropriateness* or *Notice to Proceed* with the Building Department, and a Building or Demolition Permit issued where applicable.

The *Certificate of Appropriateness* or *Notice to Proceed* shall be effective for one (1) year, unless extended by the Commission.

**Denial**

A *Denial* shall be binding upon the Building Department, and no Permit (where applicable) shall be issued. The *Denial* shall contain a written explanation by the HDC and provide suggested changes to the applicant.

In the case of a *Denial*, the applicant may do the following:

- Make modifications to the plans and resubmit the application; or
- Appeal the decision to the State Historic Preservation Review Board (appeal to be filed within sixty (60) days after the decision is provided to the applicant); and
- If aggrieved by the State Historic Preservation Review Board, appeal the decision to the Circuit Court having jurisdiction (appeal to be filed within sixty (60) days).

**Work Done Without Permit**

When work has been done upon a resource without a permit, and the HDC finds that the work does not qualify for a *Certificate of Appropriateness*, the Commission may require the owner to restore the resource to the condition the resource was in before the inappropriate work or to modify the work so

that it qualifies for a *Certificate of Appropriateness*. This type of activity is a civil violation of the Ordinance and is subject to a fine.