

Application Number \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_ SIDWELL # \_\_\_\_\_

**CHARTER TOWNSHIP OF OAKLAND HISTORIC DISTRICT COMMISSION**  
**HISTORIC DISTRICT APPLICATION**

No Fee Required

NOTE: All information must be received by the Charter Township of Oakland Historic District Commission, 4393 Collins Road, Rochester, MI 48306 at least three weeks prior to the HDC meeting. Meetings are held on the third Wednesday of every month.

Applicant's name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Phones: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Historic District (HD) Location: (Check One)	
Cranberry Lake Farm HD _____	
Historic District _____	
Non-Contiguous _____	
Address/Location of Site: _____ _____	
For an existing resource: _____ (Y/N)	
Year Built: _____	

Requesting Approval To: (Check all that apply)	
Construct:	
New _____	
Addition _____	
Alter:	
Reconstruction _____	
Repair:	
Rehabilitation _____	
Restoration _____	
Move: _____	
Demolish: _____	
Other: _____	

Description of proposed work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The applicant also certifies in this HDC application that the property where work will be undertaken 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.

Applicant's signature: \_\_\_\_\_ Date \_\_\_\_\_

**SEE REVERSE SIDE FOR IMPORTANT INFORMATION**

Applicants are required to provide the following information to the **Charter Township of Oakland Historic District Commission** (HDC) at least three weeks prior to the meeting date.

**In accordance with the Charter Township of Oakland Historic District Ordinance Number 37-A, Article VI, 06.00.00, the following information applies:**

*06.00.00      REGULATION OF STRUCTURES: APPLICATION PROCEDURE:*

*No person shall construct, alter, repair, move or demolish any resource within a historic district without first making application for and receiving a Historic District Permit therefore from the Township Clerk as set forth herein.*

...

*06.02.00      APPLICATION: Applications for a Historic District Permit to construct, alter, repair, move or demolish any resource within a historic district shall be delivered to the Township Clerk or designated agent, to be forwarded to the Commission for review and consideration.*

*(Note: A complete copy of this ordinance is available upon request.)*

**REQUIRED INFORMATION:** Any such person shall provide the following information to the HDC at least three (3) weeks prior to the meeting at which the matter is to be considered:

**Eight (8) full sets of documents are required to be submitted** and shall include the person's name and address.

The scale used for plans and drawings shall be indicated in the lower right corner.

1. **SITE PLAN:** A site plan drawn to an appropriate scale and describing, dimensioning, and identifying all major features including property lines, main building, out buildings, parking areas, drives, walkways, fences, major trees, significant variations in grade elevation, relationship to adjacent street(s), and structures, and the relationship of major features to property lines. A north point shall be indicated on the plan.
2. **PLANS AND ELEVATION FOR NEW OR MODIFIED STRUCTURE:** Plans drawn to scale (minimum scale of 1/4" - 1' for residential and 1/8" - 1' for commercial) illustrating the entire exterior perimeter of new structures, existing structures to be altered, and any proposed alterations, 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. A north point shall be indicated on all plans or drawings.
3. **OTHER DESCRIPTIVE MATERIAL:** The Commission may consider photographs, research material, or other descriptive information provided.

For further information contact: Historic District Commission, Charter Township of Oakland, 4393 Collins Road, Rochester, Michigan, 48306, (248) 608-6807.