

SITE ADDRESS: _____ SIDWELL # _____

CHARTER TOWNSHIP OF OAKLAND HISTORIC DISTRICT COMMISSION
HISTORIC DISTRICT APPLICATION

No Fee Required

NOTE: All information should be received by the Charter Township of Oakland Historic District Commission, 4393 Collins Road, Rochester, MI 48306 two weeks prior to the HDC meeting. Please contact the HDC office if you have an application submittal and need more time so that we can help you get the information gathered. Meetings are held on the third Wednesday of every month. We will assist you in being placed on the soonest agenda in a timely manner.

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: (Please check all that apply)
Construct:
New _____
Addition _____
Alter:
Reconstruction _____
Repair:
Rehabilitation _____
Restoration _____
Move: _____
Demolish: _____
Other: _____

Description of proposed work: _____ (Please use another sheet to continue if needed)

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)** two weeks prior to the meeting date.

REQUIRED INFORMATION: Any such person shall provide the following information to the HDC two (2) weeks prior to the meeting at which the matter is to be considered:

One (1) full set of documents are required to be submitted and shall include the person's name and address. These can be electronically emailed to the HDC office for convenience.

Photographs of each building elevation.

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. The scale used for plans and 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. Please include a north point indicated on all plans or drawings.
3. **OTHER DESCRIPTIVE MATERIAL:** The Commission may consider photographs, research material, or other descriptive information provided.

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 an 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 (Historic District Commission), to be forwarded to the Commission for review and consideration. (Note: A complete copy of this ordinance is available upon request.)*

Thank you!! Please call the HDC office for any help or questions you need at 248-608-6807.

Barbara Barber, Preservation Planner can be reached at bbarber@oaklandtownship.org

For further information contact: Historic District Commission, Charter Township of Oakland, (mail) 4393 Collins Road, Rochester, Michigan, 48306. (Location walk in) Paint Creek Cider Mill, upstairs office, 4480 Orion Rd. Rochester, Michigan 48306. Office phone line (248) 608-6807.