

CITY OF NILES HISTORIC DISTRICT COMMISSION

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Properties within one of the two Niles Historic Districts are subject to the PART II- CODE OF ORDINANCES- CHAPTER 46 - HISTORIC PRESERVATION of the City of Niles Code of Ordinances. The purpose of the ordinance is to preserve and protect our historic resources. The Historic District Commission (HDC) is established by the Ordinance, and has the authority to review and approve all work permit applications and plans for exterior property improvements within these districts. Regular building maintenance is permitted and encouraged; however, a work permit is required for all alterations, significant repairs, new construction, demolition, moving of buildings, and all other activities affecting the exterior appearance of buildings and properties within these districts. Please consult the HDC guidelines for specific details on permissible work.

This application must be received by the Building Safety Division no less than 13 days prior to regularly scheduled monthly HDC meeting. The meeting is held every 3rd Wednesday of the month at the Niles District Library at 5:30pm EST. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.

Please consult the Secretary of the Interior's Standards for Rehabilitation and the Historic District Commission guidelines for specific details on permissible alterations to the exterior of a structure or for the construction or demolition of any structure within the Historic District that requires a Certificate of Appropriateness.

Fire alarm system means a system designed to detect and annunciate the presence of fire or by-products of fire. Fire alarm system includes smoke alarms. **Smoke alarm** means a single-station or multiple-station alarm responsive to smoke and not connected to a system. As used in this subdivision, "single-station alarm" means an assembly incorporating a detector, the control equipment, and the alarm sounding devices into a single unit, operated from a power supply either in the unit or obtained at the point of installation. "Multiple station alarm" means two or more single station alarms that are capable of interconnection such that actuation of one alarm causes all integrated separate audible alarms to operate.

Excerpt from City of Niles Code of Ordinances – Article III (Historic Districts)

City of Niles Historic District Ordinance Sec. 43.63 (a) A permit shall be obtained before any work affecting the exterior appearance of a resource is performed within a historic district. The person proposing to do that work shall file an application for a permit with the building official. If the building official receives the application, the application shall be immediately referred together with all required supporting materials that make the application complete to the commission. A permit shall not be issued and proposed work shall not proceed until the commission has acted on the application by issuing a certificate of appropriateness or a notice to proceed as prescribed in this chapter. The city may charge a reasonable fee to process a permit application.

NOTE: INFORMATION CONTAINED IN THIS APPLICATION, AS WELL AS SUPPORTING DOCUMENTS, MAY BE SUBJECT TO REVIEW BY THE PUBLIC IF A FREEDOM OF INFORMATION ACT REQUEST IS FILED.

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Return to:
City Hall
333 N 2nd Street
Niles, MI 49120
Building Safety Division
1345 E. Main Street
Niles, MI, 49120.

Date: _____

Property Owner(s): _____

Address: _____

Contact Telephone: _____

Contact Email: _____

The following information should be included with this application. Additional information may be requested.

1. Current photo of the structure as seen from the street and where proposed work is to take place.
2. A **detailed plan** drawn to a legible scale depicting the proposed alteration including size, a detailed description of materials and finishing work to be completed.
3. If the size of the plan exceeds 11x17 then additional copies may be requested.
4. Drawings to show details and specifications of ornamental features.
5. Where appropriate, plan showing property lines for fencing, projected view of structure for signs, perspective drawing for new additions, etc.
6. Plan shall show existing property lines and any prominent features on the site.
7. A minimum of the following **photographs** labeled to indicate the direction of view:
8. Current photos of the structure as seen from the street and/or facade of alteration;
9. Close up of existing detail in present condition proposed for alteration.
10. Description of work proposed, BE DETAILED AND SPECIFIC
11. YES NO: Does the property have or will it have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRosset-Hale single state construction code act, 1972 PA 230, MCL 125.1501-12501531?

Applicant's Signature: _____ Date: _____

Co-Applicant's Signature: _____ Date: _____

Office Use Only Date Received: Initials: Notification Sent to: CDD DDA HDC

Office Use Only- Notes
