APPLICATION FOR PERMISSION AND CERTIFICATE OF APPROPRIATENESS FOR EXTERIOR ALTERATIONS

APPLICATION FEE: $100.00

PLEASE READ PRIOR TO FILLING OUT APPLICATION

Submit your completed application to the City of St. Clair Building Department by: emailing your application to dboulier@cityofstclair.com, faxing your application to 810-329-7997 or submitting your application to the Building Department in c/o Mr. D. Boulier, 547 N. Carney Dr, St. Clair MI 48079.

Failure to submit a completed application and the required $100.00 fee with all required pictures and construction documents will significantly delay or prevent application approval.

All applications for Certificate of Appropriateness ("Application") will be reviewed for completeness by Building Department staff. Any Application determined to be incomplete, will be returned to the applicant with comments detailing the deficiencies. No further action on the Application will take place until the application deficiencies are addressed. Once the Application is determined to be complete, it will be distributed to the Historic District Commission (HDC) for review.

HDC Meetings are held quarterly at the St. Clair Municipal Building, 547 N. Carney Drive, St Clair MI 48079.

If your property is a local, historically designated property, you may not obtain Building Permits for exterior work until the HDC has reviewed your Application for Permission and issued a Certificate of Appropriateness by approving the Application.

After review, the HDC shall make a determination as to whether the proposed change is compatible with the existing structure and a Certificate of Appropriateness will be issued.

The HDC utilizes the Secretary for Interior Standards for Rehabilitation as part of its evaluation process available at http://www.nps.gov/tps/standards/rehabilitation.htm

**********For office use only**********

Fee Received: Date_____ Amount Paid_____ Receipt No._____

Approvals: Building Department_____ Historic District Commission_____

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APPLICANT INFORMATION:

Applicant's Name _____

Address: _____

City _____ State _____ Zip _____

Telephone w/ Area Code _____

Email address_____

PROPERTY INFORMATION:

Historic District/Name of Property_____

Address of Property _____

Parcel No. _____

Legal Description _____

_____

Name of Architect/Contractor _____

Address _____

City _____ State _____ Zip _____

Telephone w/ area code _____

DESCRIPTION OF WORK:

Brief description of work to be done accompanied by drawings, plans, and photos:

_____

_____

_____

Application completeness review: I, hereby, certify that I am the owner or the authorized agent of the owner(s) of the property described herein, that all answers to the questions in this application and all information contained in the material attached to and made a part of this application, are accurate and true to the best of my knowledge and belief. I also attest by my signature that all required information for this application is completed and duly attached in the prescribed order. Furthermore, if there is found to be lacking the above requirements, I understand that the application will be returned for correct information.

Applicant/Owner Signature _____Date_____