



Village of Calumet Historic District Commission
340 6th St., Calumet, Michigan 49913
Telephone (906) 337-1713
manager@villageofcalumet.com

Dear Property Owner:

Under the authority of the Village of Calumet's Historic District Ordinance (Ordinance No 140), the Village Council, on January 15, 2002, established the Civic and Commercial Historic District and established a Historic District Commission (HDC) composed of five Village residents to:

- Safeguard the heritage of the Village of Calumet by preserving historic districts within the Village that reflect elements of its cultural, social, economic, political or architectural history;
- Stabilize and improve property values within any historic district;
- Foster civic beauty and pride;
- Strengthen the local economy;
- Recommend the establishment, creation and promotion of the historic districts for the education, pleasure and welfare of the residents of the Village and the State of Michigan;
- Encourage property owners and residents to participate in preservation activities; and
- Assist in the development of Keweenaw National Historical Park.

Village Ordinance No. 140 §5.a(3) created a review process for all *exterior* alterations to properties within the historic district, including demolition and new construction, with the HDC administering this review process. Please note, Village Ordinance No. 140 §5.b *prevents* the HDC from reviewing the **interior** of buildings without *specific authorization* from the Village Council.

The review process protects the heritage values of owners' properties while allowing the HDC to advise and assist with protecting your assets. The Village of Calumet Manager and the HDC's Board work together to assist owners throughout the application process, and we strive to keep the process as simple, and affordable, as possible, including fees of only **\$40.00** compared to Michigan's fellow Historic Districts which can exceed \$80.00.

Property owners submit their application(s) for a Certificate of Appropriateness describing the proposed work to the HDC Coordinator. Maintenance and some minor projects may not require formal review by the full HDC. In those instances, the HDC Coordinator can grant an administrative approval. If a full review is required, the Coordinator adds the application packet to the next appropriate HDC public meeting.

All completed applications received by the second Wednesday of each month will be reviewed during that same month's public meeting. The HDC then reviews the application(s) for completeness of information and compliance with the District's Design Guidelines. Upon successful review, the HDC issues a Certificate of Appropriateness which permits the designated external projects. The HDC schedules a follow-up review to see the completed project and issues a final approval for the Village. As a final note, the HDC reviews the *appropriateness* of the proposed work; any required permits must be obtained from the Houghton County Building Department.

Please contact the Village Manager at manager@villageofcalumet.com if you have any questions about this application.



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APPLICATION FOR PROJECT REVIEW HDC Certificate of Appropriateness

(PLEASE PRINT CLEARLY - See instructions on reverse side)

Property Address: _____

Applicant: _____

Mailing Add. _____

Phone: (____) _____ Email _____

Owner: _____

Mailing Add. _____

Phone: (____) _____ Email _____

YEAR BUILT _____

☐ **Work to be done by Owner**

☐ **Licensed Contractor:**

Application Checklist:

- ☐ Drawings 11x17 or smaller with dimensions
- ☐ Materials list
- ☐ Site plan including north arrow
- ☐ Other
- ☐ \$40 - Application fee

Proposed Work: _____

Use additional sheets to describe work if necessary

_____ This property has at least one working smoke detector for each dwelling unit.

(Owner or applicant's initials) (Required) * see back

☐ This project will require a building permit.

☐ This project will not require a building permit.

☐ Referred to the Historic District Commission for review at a monthly hearing.

Applicant's Signature: _____ Date: ____/____/____

Owner's Signature: _____ Date: ____/____/____

(if different)

-For Historic District Coordinator's Use Only-

Case Number: _____ Date Received: ____/____/____

Complete application ☐ Yes ☐ No

Actions Needed _____

Fee Paid \$40: ____/____/____ Completed application: ____/____/____

Coordinator Review Date: ____/____/____ ☐ Approve ☐ Denied ☐ Forward to HDC

Coordinator Signature: _____

COMMENTS: _____

Referred to Historic District Commission: ____/____/____

Certificate of Appropriateness Issued or Denied: ____/____/____

Notice to Proceed: ____/____/____ Comments _____

Hearing Date: ____/____/____ Projection Completion Date: ____/____/____

Final Project Review by: _____



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Historic District Commission - APPLICATION FOR PROJECT REVIEW - *Filling out the application – instructions and tips –* **PLEASE PRINT.**

Property address: street address of the property

Applicant: Owner or the owner's contractor. **Owner:** Legal owner of property

Mailing Address: Applicant's street address including City, State, and Zip Code.

Mailing Address: Owner's street address including City, State, and Zip Code.

Phone: Specify home or work

Contractor – Name of contractor if this project requires a building permit or check () work to be done by owner

Proposed Work: What work do you plan to do? Please be as specific as possible including a complete description of the part of the structure where work will be done.

(Remember: Always apply for and obtain your "Certificate of Appropriateness" BEFORE you purchase materials for your project.)

Example #1: Rather than "Replace window."

Say "Replace lower sash of the left window in the front of the building on the first floor with a wooden sash to match the original." Also state the reason you need to replace rather than repair the sash. ("Sash severely damaged by football.")

Example #2: Instead of "New door"

Say "Install new wooden door matching original design and materials on back of house to fit original opening in width and height." And include a drawing or photo of the proposed door – perhaps from a sales flyer or an order sheet. Specify the measurements of the width and height of the original opening.

Example #3: Rather than: "Replace roof."

Say "Replace roof with compatible historic roofing materials, keeping the same roofing style according to the local design guidelines."

These are relatively simple examples.

- Measurements are very important and may be part of the drawing
- Drawings should be black or dark blue ink on white paper
- Electronic submissions are encouraged.

A COMPLETE APPLICATION includes:

This application

Drawings as needed

Specifications of materials

Payment of a \$40 application fee in addition to any required building permits

Name of the contractor, if this project requires a building permit Or indicate () owner

*** [] Please initial to verify this property has at least one working smoke detector for each dwelling unit. This is REQUIRED by state law or the application will be considered incomplete.**

Emergency repairs: If damage occurs to a structure in a historic district, which requires emergency repairs, steps may be taken to secure the structure without the approval of the commission or the coordinator. Cover damaged windows or holes in a roof with tarps or wood to prevent further damage. Support dangling or loose elements or remove and store them. Notify the Coordinator of the damage to the structure on the first weekday available after the damage occurs and the coordinator will visit the structure as well as arranging a site visit by commission members to approve repairs if necessary. THIS WILL BE DONE AS QUICKLY AS POSSIBLE IN ORDER TO FACILITATE REPAIRS OF THE STRUCTURE IN A TIMELY MANNER.

If you have questions about completing this application for project review, please email the Historic District Coordinator at manager@villageofcalumet.com.