

## **Historic Review Board of Michigan City, Indiana** **Certificate of Appropriateness Application**

### **Sec. 62-91. Work Requiring Certificate.**

Except as provided in sections 62-67 and 62-97, a certificate of appropriateness must be issued by or on behalf of the commission before a permit is issued for or work is begun on any of the following:

- (1) Within all areas of the historic district:
  - a. The demolition of any building;
  - b. The moving of any building;
  - c. A conspicuous change in the exterior appearance of historic buildings by additions, reconstruction, alteration or maintenance involving exterior color change; or
  - d. Any new construction of a principal building or accessory building or structure subject to view from a public way.
  
- (2) Within a primary area of the historic district:
  - a. A change in walls and fences or the construction of walls and fences along public ways; or
  - b. A conspicuous change in the exterior appearance of nonhistoric buildings subject to view from a public way by additions, reconstruction, alteration, or maintenance involving exterior color change.

(Note: As per Sec. 62-97, A certificate of Appropriateness is not required for exterior color change)

### **Sec. 62-92. Application.**

Application for a certificate of appropriateness may be made in the office of the commission on forms provided by that office. Detailed drawings, plans or specifications are not required. However, to the extent reasonably required for the commission to make a decision, each application must be accompanied by sketches, drawing, photographs, descriptions or other information showing the proposed exterior alterations, additions, changes or new construction.

### **Sec. 62-93. Issuance or Denial.**

- (a) The commission may advise and make recommendations to the applicant before acting on an application for a certificate of appropriateness.
- (b) If an application for a certificate of appropriateness:
  - (1) Is approved by the commission; or
  - (2) Is not acted on by the commission; within 30 days after it is filed, a certificate of appropriateness shall be issued. If the certificate is issued, the application shall be processed in the same manner as applications for building or

demolition permit required by the city, if any, are processed. If no building or demolition permits are required by the city, the applicant may proceed with the work authorized by the certificate.

- (c) If the commission denies an application for a certificate of appropriateness within 30 days after it is filed, the certificate may not be issued. The commission must state its reasons for the denial in writing, and must advise the applicant. An application that has been denied may not be processed as a application for a building or demolition permit and does not authorize any work by the applicant.
- (d) The commission may grant an extension of the 30-day limit prescribed by subsections (b) and (c) of this section if the applicant agrees to it.

### **Certificater of Appropriateness Steps**

- 1) A property owner after receiving a Certificate of Appropriateness application should contact the Review Board Member listed below for information on what will be required to complete the application process.
- 2) Complete the application and gather all requested documentation.
- 3) When appropriate, an on site Certificate of Appropriateness procedure may be used. In this procedure a committee of three board members, or the Building Inspector would visit the site and approve or deny the Certificate of Appropriateness on site. In the case of a denial, an appeal to the full board may be made at the next scheduled meeting.
- 4) When on onsite Certificate of Appropriateness is not appropriate, please submit the application and documents to the planning office no later than the second Monday of the month.
- 5) Plan, if at all possible, to attend the Review Board meeting on the fourth (4) Monday of the month.

**For help please contact this Review Board Member.**

Derrick Dircks  
1-708-310-0998

**HISTORIC REVIEW BOARD OF MICHIGAN CITY INDIANA  
CERTIFICATE OF APPROPRIATENESS APPLICATE**

(To be completed by Applicant)

**PROJECT ADDRESS** \_\_\_\_\_ **Year Built** \_\_\_\_\_

Owner's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Owner's Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e-mail address \_\_\_\_\_

Existing Use of Structure \_\_\_\_\_

Proposed Use of Structure \_\_\_\_\_

Description of Project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documentation to submit:

Site Survey     Elevation drawings     Building Plans     Photographs  
 Drawings & Sketches of: \_\_\_\_\_

\_\_\_\_\_  
(Signature of owner) \_\_\_\_\_ (Date)



**(To be completed by Historic Review Board)**

Decision of Historic Review Board \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Commission**

\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

On-Site Certificate of Appropriateness     Regular Meeting Certificate of Appropriateness  
 Special Meeting Certificate of Appropriateness