



Instructions for filing a Certificate of Appropriateness Application before the CITY OF MICHIGAN CITY HISTORIC PRESERVATION COMMISSION

A Certificate of Appropriateness is required for moving, demolition, new construction, or a conspicuous change to the exterior of buildings in Michigan City Historic Districts. For reference, the ordinance states: (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.

The Historic Preservation Commission is concerned with those elements of development, redevelopment, rehabilitation, and preservation that affect visual quality in a Historic District. The Historic District regulations are intended to preserve and protect the historic architecturally worthy buildings, structures, sites, monuments, streetscapes, squares, and neighborhoods of the Historic Districts. Your careful work in the Historic District is appreciated. Thank you for your contribution to our historic community.

The Applicant is responsible for providing all documents and requested information with the application on or before the deadline for the Commission meeting. The information and documents must contain accurate information and must be submitted to the Planning Department prior to the scheduled meeting. The decision of the Commission depends on a concise and clear understanding of the applicant's request. It is strongly recommended that the Petitioner begin collecting the documents prior to the date of the deadline. *If a petition is not complete it will not be accepted or if it is filed late, it will be placed on the Agenda for the following month.* If you require assistance in completing this form or would like a copy of the application in an alternative format, please call the Planning Department at 219-873-1419 or email planning@emichigancity.com.

STEP ONE: APPLICATION AND CHECKLIST

In order for an application to be considered complete it shall include at a minimum the following (Check all Items provided):

1. Application Fee. Submitted to Planning Office by no later than 4:00 PM on the day of the posted Deadline for the desired Historic Preservation Commission meeting. (*Application Fee is \$0.00*)
2. **Complete application and checklist.** Submitted to Planning Office by no later than 4:00 PM on the day of the posted Deadline for the desired Historic Preservation Commission meeting. Application is attached. **An electronic copy in PDF format is required** to be submitted via email, flash drive, or file transfer service.

For projects that involve repair of existing materials and elements, or projects that propose to replace existing materials with something different, please provide the following documents to complete the application:

Repair and/or Replace (all project types)

3. Samples, Brochures and/or Links to information, including manufacturer and product name/number, color, material

4. Photographs of existing with captions (prefer digital photos submitted with application or email)
5. Detailed customer proposal or similar.

Additionally, for the following projects include:

New Buildings/Additions/Moving Buildings

6. Floor plan of proposed project, as they relate to fenestration
7. Site plan indicating existing and new locations, dimensions, setback (and existing for moving)
8. Elevation drawings including dimensions and height

Site Work including fences, walls, and landscaping:

9. Site plan with location/dimensions of proposed work

CITY OF MICHIGAN CITY HISTORIC PRESERVATION COMMISSION

2022 Application Deadlines and Meeting Dates

**Note: All meetings take place in the Mayor's Conference Room,
City Hall, 100 E Michigan Blvd.**

**Commission meetings are on the 4th Monday of each month at 6:00 PM.
Application deadlines are due on the 2nd Monday of each month by 4:00 PM except when
City Hall is closed for a Holiday, in which case the deadline is the following day.**

**Historic Preservation Commission
Deadline**

January 10, 2022
February 14, 2022
March 14, 2022
April 11, 2022
May 9, 2022
June 13, 2022
July 11, 2022
August 8, 2022
September 12, 2022
October 10, 2022
November 14, 2022
December 12, 2022
January 9, 2023

**Historic Preservation Commission
Meeting Date**

January 24, 2022
February 28, 2022
March 28, 2022
April 25, 2022
May 23, 2022
June 27, 2022
July 25, 2022
August 22, 2022
September 26, 2022
October 24, 2022
November 28, 2022
December 26, 2022
January 23, 2023

Dates Subject to Change

Application for Certificate of Appropriateness
City of Michigan City, Indiana
100 East Michigan Boulevard, Michigan City, Indiana 46360
MICHIGAN CITY HISTORIC PRESERVATION COMMISSION

Application Number (assigned by staff) _____ Filing Date (assigned by staff) _____

Property Address: _____
Parcel ID: _____ Historic District: _____

Applicant Name: _____ Owner Name: _____

Mailing Address: _____ Mailing Address: _____

Phone Number: _____ Phone Number: _____

Email: _____ Email: _____

Applicant is (check one): Sole Owner Joint Owner Tenant
 Agent Contractor Other

What do you want to do? Detailed project description:

Why are you proposing the work?

(Continued next page)

Please read the following statements. Your signature below acknowledges that you have read the statements and attest to their accuracy:

- I understand that the approval of this application by City Staff or the HPC does not constitute approval of other federal, state, or local permit applications.
- I understand that I or my representative will need to attend the HPC meeting. If no representation is present at the meeting, the application may be deemed incomplete and may be denied.
- I have reviewed the City of Michigan City's "Historic District Guidelines" in preparing this Application.

Signature of Owner/Applicant

Date

- By signing below, I acknowledge that the Owner of the property has given me permission to submit this application and make decisions and representations about the project on their behalf.

Signature of Representative/Applicant

Date