



Historic Preservation Commission

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
For NEW CONSTRUCTION Only

PROPERTY ADDRESS: DATE:

APPLICANT'S NAME:

APPLICANT'S MAILING ADDRESS: CITY: ZIP:

TELEPHONE # HOME/CELL: WORK: EMAIL:

PROPERTY OWNER'S NAME:

PROPERTY OWNER'S MAILING ADDRESS:

1. Describe in detail each proposed exterior alteration, improvement or repair. (Use additional paper if necessary) Note the list of items on page two that are required to be submitted with the application form in order for an application to be accepted.

2. Is there any pending action by another City Department or Regulatory Agency? (Housing Inspection, Zoning, Etc.) YES NO If yes, please specify:

3. Is this request the result of a disability? YES NO If yes, please explain:

4. What are the approximate start and finish dates of the proposed work? Start: Completion:

APPLICATION APPROVALS EXPIRE AFTER 12 MONTHS

APPLICANT'S SIGNATURE:

NOTE: Pay special attention to the FILING DEADLINES for New Construction applications as they are four weeks prior to a meeting to allow for public notification requirements. Please be advised that meetings can fill up prior to filing deadlines. By signing and submitting this form the applicant is granting permission for City Staff and Commissioners to enter the subject property. Should the applicant be someone other than the property owner they must include written permission to act/apply on behalf of the owner.

ATTENDANCE AT THE COMMISSION MEETING IS STRONGLY RECOMMENDED, SEE ATTACHED INSTRUCTIONS. The Commission meets once a month in the 2nd Floor Conference Room at 1120 Monroe Ave NW at 5:00P.M. The applicant may call (616) 456-3451 for assistance in completing this application.

FEES: A FEE DOES APPLY TO NEW CONSTRUCTION APPLICATIONS REVIEWS AND ARE DUE WITH APPLICATION. PLEASE SEE THE ATTACHED FEE SCHEDULE FOR AMOUNTS.

GARAGES: FOR STANDARD SIZED 1 AND 2 STALL GARAGES PLEASE UTILIZE THE STANDARD COA APPLICATION FORM. FOR 3 STALL OR LARGER GARAGES OR CARRIAGE HOUSES UTILIZE THIS APPLICATION (NEW CONSTRUCTION).

## **IMPORTANT**

The following information should be submitted with the application, failure to do so could result in a tabling or a denial as the information is necessary for the HPC to understand the work you propose to do. Please include any other information that you feel will assist the review of your application.

### **MATERIALS TO BE SUBMITTED BY APPLICANT**

\_\_\_\_\_ If the applicant is not the property owner you will need to include evidence that you have the legal authority to act/apply on the owners behave.

\_\_\_\_\_ Photograph(s) of the entire lot in its present condition as seen from the street. Photographs of the adjacent or neighboring structures and streetscapes views of the block. The photographs should be labeled with the address and date of photo. Photos can be submitted in hardcopy or electronic format.

\_\_\_\_\_ Elevation drawings (to scale) of all sides/elevations of the new construction, showing complete architectural details, including materials and insets if needed.

\_\_\_\_\_ Materials list, including size, finish and type of material.

\_\_\_\_\_ Recommended but no required are Physical samples of materials, items or devices to be installed, or manufacturer's brochures. Illustrations/pictorial information which accurately depict color, texture and scale of all new materials, items or devices.

**NOTE:** **All photos, drawings and physical samples, etc., become the property of the HPC/City of Grand Rapids. These may be returned to the applicant upon request after no longer needed by the Commission/City.**

**ALL WORK MUST BE COMPLETED WITH GOOD WORKMANSHIP, MEETING CONSTRUCTION INDUSTRY STANDARDS.**

### **RETURN THIS FORM AND SUPPORTING MATERIALS TO:**

HISTORIC PRESERVATION COMMISSION

1120 MONROE AVE NW  
GRAND RAPIDS MI 49503

PHONE: 616-456-3451

EMAIL: [rbaker@grcity.us](mailto:rbaker@grcity.us)

**CITY OF GRAND RAPIDS  
INSTRUCTIONS TO APPLICANTS**

1. An application **must** be submitted and approved before making any new construction, additions or alterations to a property within a Historic District or upon a designated Historic Landmark can begin. The Historic Preservation Department, 1120 Monroe Ave NW, must receive complete application packets on or before the listed filling date (see attached meeting schedule). **NOTE THE FILING DATES!** Filing dates for new construction will differ from those applications not requiring a public hearing. All New Construction as defined in the Public Hearing Procedures for the Grand Rapids Historic Preservation Commission, require a public hearing and as such have an early filing date. **Filing dates for New Construction are four weeks prior to the HPC meeting. Please be advised that meetings can fill up prior to filing deadlines and that only two public hearings are heard at any single meeting. Contact staff for information on meetings.**
2. All approved work must be completed with **good workmanship**. New construction typically requires a separate Building Permit and possible Zoning Permit.
3. The Commission follows the Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings when reviewing applications.
4. The Commission has written guidelines for a copy please contact staff or go to the City of Grand Rapids web site – Planning Department – Historic Preservation.
5. Applications should follow the above standards and guidelines when applicable.
6. Historic photographs of properties may be available from:
  - City Archives 223 Washington St. SE.....456-3081
  - Heritage Hill Association .....459-8950
  - Historic Preservation Office .....456-3451
  - Grand Rapids Public Library – Local Historic Collection .....988-5497

Historic Preservation Specialist  
(616) 456-3451

**FEE SCHEDULE**

Fees must be included at the time the application is submitted and are non-refundable.

<u><b>Certificate of Appropriateness</b></u>	<u><b>FEE</b></u>
Staff Reviewed Applications	\$27.00
	OR
Historic Preservation Commission Reviewed Applications For Standard Project Application Reviews	\$90.00
Demolition Application Reviews (includes garages)	\$1,290.00
<b>New Construction Application Review (does not include standard 1 &amp; 2 stall garages)</b>	<b>\$1,290.00</b>
Large Scale Addition Application Review (For additions over 1200 square feet)	\$440.00



**2026 MEETING SCHEDULE – FOR NEW CONSTRUCTION REQUESTS TO THE HISTORIC PRESERVATION COMMISSION**

Please **TAKE NOTICE** that the HPC meets at the Development Center, Public Meeting Room 201, 1120 Monroe Avenue NW, at **5:00p.m.** **NOTE:** Applications for Certificates of Appropriateness must be submitted **BY** the filing date **PRIOR TO** the meeting. Incomplete applications **will not** be scheduled until all necessary information has been received. **NOTE MEETING AGENDA CAN FILL UP BEFORE THE FILING DEADLINE.** Applications must be returned to: **Historic Preservation Commission, 1120 Monroe Ave NW, Grand Rapids MI 49503.**

<b>MONTH</b>	<b>FILING DATE</b>	<b>MEETING DATE</b>
<b>JANUARY</b>	December 18, 2025	January 21
<b>FEBRUARY</b>	January 22	February 18
<b>MARCH</b>	January 30	March 4
<b>APRIL</b>	March 19	April 15
<b>MAY</b>	April 9	May 6
<b>JUNE</b>	May 7	June 3
<b>JULY</b>	June 18	July 15
<b>AUGUST</b>	July 9	August 5
<b>SEPTEMBER</b>	August 20	September 16
<b>OCTOBER</b>	September 10	October 7
<b>NOVEMBER</b>	October 8	November 4
<b>DECEMBER</b>	November 5	December 2
<b>JANUARY 2027</b>	December 21, 2026	January 20, 2027