



Historic Preservation Commission

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

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)

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

APPLICATION APPROVALS EXPIRE AFTER 12 MONTHS

APPLICANT'S SIGNATURE: _____

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

NOTE: Upon receipt of the application staff will determine if the submittal is complete and if it can be Staff reviewed or if it needs Historic Preservation Commission review (for a predetermination please contact staff). All work must be completed with good workmanship, meeting construction industry standards. 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.

FOR APPLICATIONS REQUIRING REVIEW BY THE HISTORIC PRESERVATION COMMISSION PLEASE NOTE THAT 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 contact staff at (616) 456-3451 or rbaker@grcity.us for assistance in completing this application.

Please contact staff upon completion of approved work for final inspection.

OVER

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. Does the property or will it have a fire alarm system or smoke detector? YES _____ NO _____

IMPORTANT

The following information will help the Commission and/or Staff understand the work you propose to do, please also include any other information that you feel will assist the review of your application.

MATERIALS YOU MAY WANT TO SUBMITT WITH YOUR APPLICATION

_____ 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 of the entire structure in its present condition as seen from the street. The photographs should be labeled with the address and date of photo.

_____ Current close-up photographs of each portion of the structure, in its present condition, that is proposed for alteration, removal or replacement. Each photograph should be labeled to indicate what is shown, address, and date of photograph.

_____ Elevation drawings (scaled or near to scale) of any side of the structure proposed for alteration, improvement or new construction, showing complete architectural details to be added, removed or altered. If proposed work involves any alteration, removal or improvements of one architectural detail (example: a window, door entrance or roof cornice), then scaled drawings of these details may be submitted in place of elevation drawings.

_____ Product Spec – Information

_____ Materials list, including size and type of material.

_____ 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.

RETURN THIS FORM AND SUPPORTING MATERIALS TO:
 HISTORIC PRESERVATION COMMISSION
 1120 MONROE AVE NW 3rd FLOOR
 GRAND RAPIDS MI 49503
 PHONE: 616-456-3451
 EMAIL: rbaker@grcity.us

**CITY OF GRAND RAPIDS
INSTRUCTIONS TO APPLICANTS**

1. An application **must** be submitted and approved before making any additions, alterations or repairs affecting the exterior appearance of a resource or property within a Historic District or upon a designated Historic Landmark. **Should your application require HPC review the Historic Preservation Department, 1120 Monroe Ave NW, must receive the completed application packet on or before the listed filing date (see attached meeting schedule). Please be advised that meetings can fill up prior to the noted filing dates, please contact Staff for information on particular meetings.**
2. Applications that indicate the work will match existing or original materials and design may be **administratively approved** by City Staff, for a determination please contact staff.
3. Some work may require a separate Building Permit and possible Zoning Permit
4. The Commission follows the Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings when reviewing applications.
5. 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.
6. Applications should follow the above standards and guidelines when applicable.
7. Historic photographs of properties may be available from:
 - City Archives – Corner of Jefferson and Washington.....456-3081
 - Heritage Hill Association459-8950
 - Historic Preservation Office 456-3451
 - Grand Rapids Public Library – Local Historic Collection988-5497

Historic Preservation Specialist
(616) 456-3451

FEE SCHEDULE

Fees must be included at the time the application is submitted and are non-refundable. Make Checks out to City of Grand Rapids

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

THE HISTORIC PRESERVATION OFFICE HAS THE FOLLOWING INFORMATION AVAILABLE:

PRESERVATION BRIEFS: Technical bulletins to assist in recognizing and resolving common repair problems.

- #1 The Cleaning and Waterproof Coating of Masonry Buildings.
- #2 Repointing Mortar Joints in Historic Brick Buildings.
- #3 Conserving Energy in Historic Buildings.
- #4 Roofing for Historic Buildings (also see #19, #29, # 30).
- #5 The Preservation of Historic Adobe Buildings.
- #6 Dangers of Abrasive Cleaning to Historic Buildings.
- #7 The Preservation of Historic Glazed Architectural terra cotta.
- #8 Aluminum and Vinyl Sidings on Historic Buildings (also see #16).
- #9 The Repair of Historic Wooden Windows.
- #10 Exterior Paint Problems on Historic Woodwork.
- #11 Rehabilitating Historic Storefronts.
- #12 The Preservation of Historic Pigmented Structural Glass.
- #13 The Repair and Thermal Upgrading of Historic Steel Windows.
- #14 New Exterior Additions to Historic Building Exteriors (also see #8).
- #15 Preservation of Historic Concrete: Problems and General Approaches.
- #16 The Use of Substitute Materials on Historic Building Exteriors (also see #8).
- #17 Architectural Character: Visual Aspects of Historic Buildings as an Aid to Preserving their Character.
- #18 Rehabilitating Interiors in Historic Buildings.
- #19 The Repair and Replacement of Historic Wooden Shingle Roofs.
- #20 The Preservation of Historic Barns.
- #21 Repairing Historic Flat Plaster Walls and Ceilings.
- #22 The Preservation and Repair of Historic Stucco.
- #23 Preserving Historic Ornamental Plaster.
- #24 Heating, Ventilating, and Cooling Historic Building: Problems and Recommended Approaches.
- #25 The Preservation of Historic Signs.
- #26 The Preservation and Repair of Architectural Cast Iron.
- #27 The Maintenance and Repair of Architectural Cast Iron.
- #28 Painting Historic Interiors.
- #29 The Repair, Replacement and Maintenance of Historic Slate Roofs.
- #30 The Preservation and Repair of Historic Clay Tile Roofs.
- #31 Mothballing Historic Buildings.
- #32 Making Historic Properties Accessible.
- #33 The Preservation and Repair of Historic Stained and Leaded Glass.
- #34 Applied Decoration for Historic Interiors: Preserving Composition Ornament.
- #35 Understanding Old Buildings: The Process of architectural Investigation.
- #36 Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes.
- #37 Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing.
- #38 Removing Graffiti from Historic Masonry.
- #39 Holding the Line – Controlling Unwanted Moisture in Historic Buildings.
- #40 Preserving Historic Ceramic Tile Floors
- #41 The Seismic Retrofitting of Historic Buildings.
- #42 The Maintenance, Repair and Replacement of Historic Cast Stone.
- #43 The Preparation and Use of Historic Structures Report.
- #44 The Use of Awnings on Historic Buildings.



2026 MEETING SCHEDULE HISTORIC PRESERVATION COMMISSION

Please **TAKE NOTICE** that the Grand Rapids Historic Preservation Commission meets in regular sessions the **first (1st)** Wednesday of each month (lest a change is made) 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.** For assistance contact: **Rhonda Baker 456-3451; rbaker@grcity.us.**

MONTH	FILING DATE	MEETING DATE
JANUARY	January 8	January 21
FEBRUARY	January 30	February 18
MARCH	February 19	March 4
APRIL	April 2	April 15
MAY	April 23	May 6
JUNE	May 21	June 3
JULY	July 2	July 15
AUGUST	July 23	August 5
SEPTEMBER	September 3	September 16
OCTOBER	September 24	October 7
NOVEMBER	October 22	November 4
DECEMBER	November 19	December 2
JANUARY 2027	January 7, 2027	January 20, 2027