



## Process for Application for Demolition Historic District Commission A Step-By-Step Guide

The Historic District Commission is charged with insuring the Maintenance and Preservation of Buildings in the Manistee Commercial Historic District. Under exceptional circumstances a request may be made for the demolition of all or a portion of a building following [Guideline #12 - Demolition](#). Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request and \$50 payment (Checks made payable to ‘City of Manistee’).
- 3** **Meeting** – Applicant shall present their request to the commission. The HDC will begin their deliberation on the request. If the Commission determines that no additional information is needed they will deliberate/take action on the request. They will either approve or deny the request. If the Commission determines that additional information is needed they will postpone their determination until their next regularly scheduled meeting or schedule a Special Meeting.
- 4** **Historic Record Information** – If demolition is authorized for all or a portion of a structure by the City of Manistee Historic District Commission the applicant is required to provide documentation to the Commission prior to the issuance of a permit to proceed with demolition. This documentation will become part of the Property Record File.
- 5** **Permit** – Staff will process permit and necessary paperwork.
- 6** **Status Update** – Staff will reach out after 10 months to see project status. If progress is being made though project not completed; HDC may extend certificate expiration date upon formal review at a regularly scheduled HDC meeting.

Applicant is required to obtain a building Permit from the [Building Inspector](#).



Historic District Commission  
 Planning & Zoning  
 395 Third Street  
 Manistee, MI 49660  
 231.723.6041 (phone)  
 231.398.3526 (fax)

## Application for Demolition

Please Print

Standards		
<p>The Historic District Commission is charged with insuring the <b>Maintenance and Preservation</b> of Buildings in the Manistee Commercial Historic District. Under <b>exceptional circumstances</b> a request may be made for the demolition of all or a portion of a building. The City of Manistee Historic District Commission defines the demolition of all or a portion of a building as a reduction in the footprint or elevation or a portion of an elevation of a building. The Historic District Commission uses the Secretary of the Interior's Standards for Rehabilitation as interpreted by the <a href="#">Preservation Briefs</a>.</p>		
<p><b>Contributing Buildings in the Manistee Commercial Historic District may be eligible for both Federal and State Tax Credits. By demolishing a portion of a building the owner may forfeit eligibility. Owners are advised to have all demolition plans reviewed by the State Historic Preservation Office prior to application for demolition to determine if the demolition may jeopardize tax credits.</b></p>		
<p><input type="checkbox"/> <b>This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits or do not wish to pursue tax credits. If this box is not checked the application will not be processed.</b></p>		
Submission of Application		
<p>This application must be received by the City <b>at least 15 days</b> prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan unless it is a legal holiday. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.</p>		
<p>As part of the review of the Application the Historic District Commission will schedule a <b>Site Visit</b> during the meeting to review the structure. The Historic District Commission reserves the right to request additional information from the applicant prior to a final decision on requests. <i>Incomplete requests will be returned to the applicant to supply needed information for review.</i></p>		
Property Information		
Address:		Parcel #
Applicant Information		
Name of Owner:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:		Expiration Date:
Description of Work		
<p>Be specific and describe the proposed demolition – Use additional sheets if necessary.</p> <hr/> <hr/> <hr/> <hr/> <hr/>		

**Justification of Request**

1.	Whether reasonable measures can be taken to save the historic structure or site. _____ _____
2.	The condition of the structure and its probable life expectancy. _____ _____
3.	The reason for demolishing the structure and whether or not alternatives exist. _____ _____
4.	Whether or not relocation of the structure would be a practical and preferable alternative to demolition. _____ _____
5.	The public necessity of the proposed demolition. _____ _____
6.	The public purpose or interest in the land or building(s) to be protected. _____ _____
7.	Whether there are definite plans for the reuse of the property if the proposed demolition is carried out, and what the effect of those plans would be on the character of the surrounding area. _____ _____
8.	Whether the historic structure or site is capable of earning reasonable economic return on its value. _____ _____
9.	Whether or not the proposed demolition could potentially affect adversely other historic buildings or the character of the historic district. _____ _____

**Authorization**

*I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Fee:  \$50.00 (Checks made payable to 'City of Manistee')      Receipt # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Historical Record Information for Demolition Projects

Please

Standards			
If demolition is authorized for all or a portion of a structure by the City of Manistee Historic District Commission the applicant is required to provide documentation to the Commission <b>prior</b> to the issuance of a permit to proceed with demolition. This documentation will become part of the Property Record File.			
Property Information			
Address:		Parcel #	
Historical Name of Building:			
Applicant Information			
Name of Owner:			
Address:			
Phone #:	Cell#:	e-mail:	
Name of Contractor (if applicable):			
Address:			
Phone #:	Cell#:	e-mail:	
License Number:		Expiration Date:	
Description of Work			
<input type="checkbox"/> Demolition of part of a building		<input type="checkbox"/> Demolition of all the building	
Required Information			
Photographs			
<input type="checkbox"/>	Photographs of the exterior of the building (all sides available)		
<input type="checkbox"/>	Photographs of the interior of the building (all areas i.e. basement, first floor, second floor)		
Drawings			
<input type="checkbox"/>	Measured drawings of the elevation and footprint of the structure must be submitted drawn to scale		
Authorization			
As the owner of the building located at _____ the attached information is submitted for review by the Historic District Commission or their agent. If review shows the information to be complete a Notice to Proceed or Certificate of Appropriateness will be issued.			
Signature: _____		Date: _____	
Office Use Only			
Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')		Receipt #	
Reviewed by: _____		Date: _____	
<input type="checkbox"/> Approved		<input type="checkbox"/> Additional information required	