



Paint Color Requests Museum Director/Historic District Commission A Step-By-Step Guide

The Museum Director/Curator has been designated by the Commission to review projects that are considered to be routine in an effort to expedite requests, reserving the right to forward the request to the Commission at their discretion. The requests that the Museum Director/Curator have oversight include:

Paint Colors - New color schemes following the requirements of [Guideline #6](#) - Painting may be approved by the Museum Director or Curator. The Museum Director or Curator may require Historic District Commission review or approval of any proposed paint scheme at their discretion.

- 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** **Request Approved** – Staff will process permit and necessary paperwork.
- 4** **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.

Once project is completed the project will be reviewed and a Certificate of Compliance will be sent for the applicants files.



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

Paint Colors Application for a Certificate of Appropriateness

Please Print

Submission of Application		
<p>New color schemes following the <i>Manistee Commercial Historic District Commission Guideline #6 Painting</i> guidelines may be approved by the Manistee County Historical Museum Director or Curator. The Manistee County Historical Museum Director or Curator may require Historic District Commission review or approval of any proposed paint scheme at his discretion. In this event the requirements for applications submittal to the Historic District Commission must be met.</p>		
<p>Color schemes that do not follow the <i>Manistee Commercial Historic District Commission Guideline #6 Painting</i> must be approved by the Historic District Commission.</p>		
Property Information		
Address:	Parcel #	
Applicant Information		
Name of Owner or Lessee:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
Authorization		
<p><i>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.</i></p>		
Applicant Signature: _____ Date: _____		
<input type="checkbox"/> Paint Plan for project attached (permit cannot be issued without plan)		
Office Use Only		
Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')	Receipt #	
Signature: _____ Date: _____		

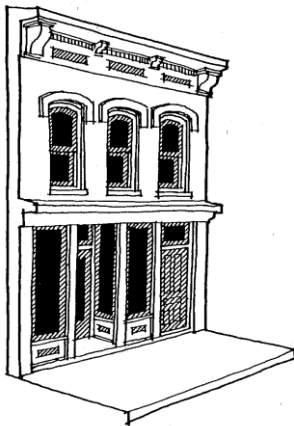
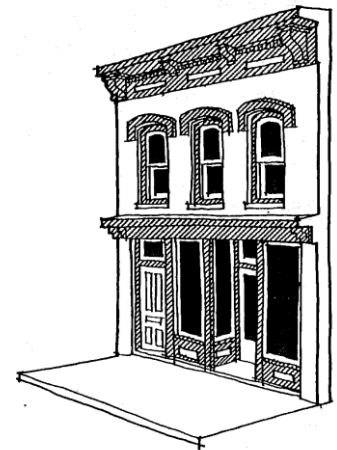
Do not paint a brick or stone building that was never painted unless these materials require a protective coating to prevent deterioration.

Painting Plan	
Property Address:	Owner:



Base Color			
In general, the base color is the color of the basic facade wall. Often this color is the natural appearance of the masonry. When painted, the base color should relate harmoniously with that of other facades on the street.			
Brand of Paint	Paint Color Name	Paint Color Numbers	Paint Color Chips
			<input type="checkbox"/> Attached

Major Trim Color			
The major trim color is used on the construction and decorative elements which define the facade. This color should be used on both the upper facade and storefront to tie the facade together as a whole.			
Brand of Paint	Paint Color Name	Paint Color Numbers	Paint Color Chips
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached



Minor Trim Color			
The minor trim color(s) are used primarily as an accent to highlight the architectural details of the facade. Elements such as window sash and doors can be emphasized. Care should be taken in choosing additional colors in a scheme.			
Brand of Paint	Paint Color Name	Paint Color Numbers	Paint Color Chips
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached