



City of Ann Arbor

PLANNING & DEVELOPMENT SERVICES — PLANNING SERVICES

100 North Fifth Avenue | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647
 p. 734.794.6265 | f. 734.994.8312 | planning@a2gov.org

ANN ARBOR HISTORIC DISTRICT COMMISSION APPLICATION INSTRUCTIONS

NOTICE TO APPLICANTS: An application packet **must** be reviewed for completeness by Staff prior to submittal to the Historic District Commission (HDC). Please plan to submit your application **at least one week in advance** of the HDC application deadline (see table below) to allow time for application review and to obtain staff signature below. **Contact Jill Thacher (1-734-794-6000, x42608), Historic Preservation Coordinator to discuss your application and to schedule a meeting or determine if a simple staff approval is appropriate.** Bring any available materials, drawings, plans, etc. *Your application is not complete and will not be accepted by the HDC until the staff signature is obtained.*

APPLICATION SUBMITTAL:

1. Obtain staff signature for completeness.

Staff signature: _____ Date: _____

APPLICATION CHECK LIST

Application form

- Sections 1 & 2: Complete and signed by applicant AND owner (if different)
- Sections 3, 4, and 5: all sections complete

Attachments

- Photographs depicting the historic property and existing conditions
- One set of scaled drawings explaining the proposal, with dimensions shown, and depicting existing and proposed elevations and site plan. The drawings should also include cross-sections, details, and specifications, as needed to accurately determine the final outcome of the project. The drawings must be legible, and a limit of one view (elevation, plan, section, etc.) per page is recommended.
- Detailed materials list, specifications, and other pertinent product information (detailing roofing, siding, foundation, door, windows, trim, masonry, etc.)
- Window Worksheet (if applicable) – for proposed changes involving window replacement or alteration.
- Other information you wish to submit or as identified during review with Staff.
- All information is presented on 8½" by 11" paper and in electronic format, preferably as a PDF file.

2. Submittal and Filing Fee.

Submit two complete packets of information **OR** one original packet and one electronic version of the original (CD with PDF file preferred) by one of the following methods:

- In person: City Hall
- By fax: 734-994-8312, Attn. Jill Thacher
- Via e-mail: jthacher@a2gov.org

The **application fee**, please see Historic District Commission fee schedule, payable to the City of Ann Arbor, must accompany the application if delivered in person, or may be charged over the telephone if application is faxed or submitted electronically. **"Piecemeal" applications in separate emails and faxes are NOT ACCEPTABLE!! All packets MUST BE COMPLETE.**

3. For applications that require Administrative Staff Approval ONLY, the application fee is \$25.00

4. Deadline. Completed and signed applications and fees submitted by the Applications Due date listed below will be placed on the agenda of the next HDC hearing/meeting.

This application does not constitute an application for a building permit. Once a certificate of appropriateness is issued by the HDC after its hearing, you may then apply for building and other pertinent trade permits. For additional building permit information, call the Building Department at 1-734-794-6267.

The Building Division and Plan Review are now located at 2000 South Industrial Road.

ANN ARBOR HISTORIC DISTRICT COMMISSION 2010 MEETING SCHEDULE

Meetings are held the second Thursday of every month at City Hall,
100 North Fifth Avenue, Second Floor, Council Chambers at 7:00 p.m.

COMPLETE APPLICATIONS DUE <i>(by 12:00 noon)</i>	MEETING / PUBLIC HEARING <i>7:00 p.m. – Council Chambers</i>
December 16, 2009	January 14
January 19	February 11
February 16	March 11
March 16	April 8
April 13	May 13
May 18	June 10
June 15	July 8
July 13	August 12
August 17	September 9
September 17	October 14
October 19	November 10*
November 15	December 9

*Due to Veteran's Day holiday, the November meeting will be held on **Wednesday**, November 10.



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ANN ARBOR HISTORIC DISTRICT COMMISSION APPLICATION

Section 1: Property Being Reviewed and Ownership Information	
Address of Property: <u>315 Second St # 514</u>	
Historic District: _____	
Name of Property Owner (If different than the applicant): _____	
Address of Property Owner: <u>315 Second St # 502 A² Mⁱ 48103</u>	
Daytime Phone and E-mail of Property Owner: <u>313 510 0592</u>	
Signature of Property Owner: <u>[Signature]</u>	Date: <u>3-24-11</u>
Section 2: Applicant Information	
Name of Applicant: <u>NICHOLAS LEVIN</u>	
Address of Applicant: <u>315 Second St # 502 A² Mⁱ 48103</u>	
Daytime Phone: <u>(313) 510 0592</u> Fax: <u>()</u>	
E-mail: <u>nlevin@gmail.com</u>	
Applicant's Relationship to Property: <input checked="" type="checkbox"/> owner <input type="checkbox"/> architect <input type="checkbox"/> contractor <input type="checkbox"/> other	
Signature of applicant: <u>[Signature]</u>	Date: <u>3-24-11</u>
Section 3: Building Use (check all that apply)	
<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Single Family <input checked="" type="checkbox"/> Multiple Family <input type="checkbox"/> Rental <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional	
Section 4: Stille-DeRossett-Hale Single State Construction Code Act (This item MUST BE INITIALED for your application to be PROCESSED)	
Public Act 169, Michigan's Local Historic Districts Act, was amended April 2004 to include the following language: "...the applicant has certified in the application that the property where the work will be undertaken has, or will have before the proposed completion date, a fire alarm or smoke alarm complying with the requirements of the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230, MCL 125.1501 to 125.1531."	
Please initial here: <u>[Signature]</u>	

Section 5: Description of Proposed Changes (attach additional sheets as necessary)

1. Provide a brief summary of proposed changes. _____

Expansion of the existing rooftop balcony to an area of the building roof that is not currently in use and is also not visible from any street level vantage point

2. Provide a description of existing conditions. _____

There is currently a north and east facing balcony on the roof and empty rooftop space in the west and south facing portion of the roof

3. What are the reasons for the proposed changes? _____

To expand the space and usefulness of the rooftop balcony

4. Attach any additional information that will further explain or clarify the proposal, and indicate these attachments here.

5. Attach photographs of the existing property, including at least one general photo and detailed photos of proposed work area.

STAFF USE ONLY

Date Submitted: _____ Application to _____ Staff or _____ HDC

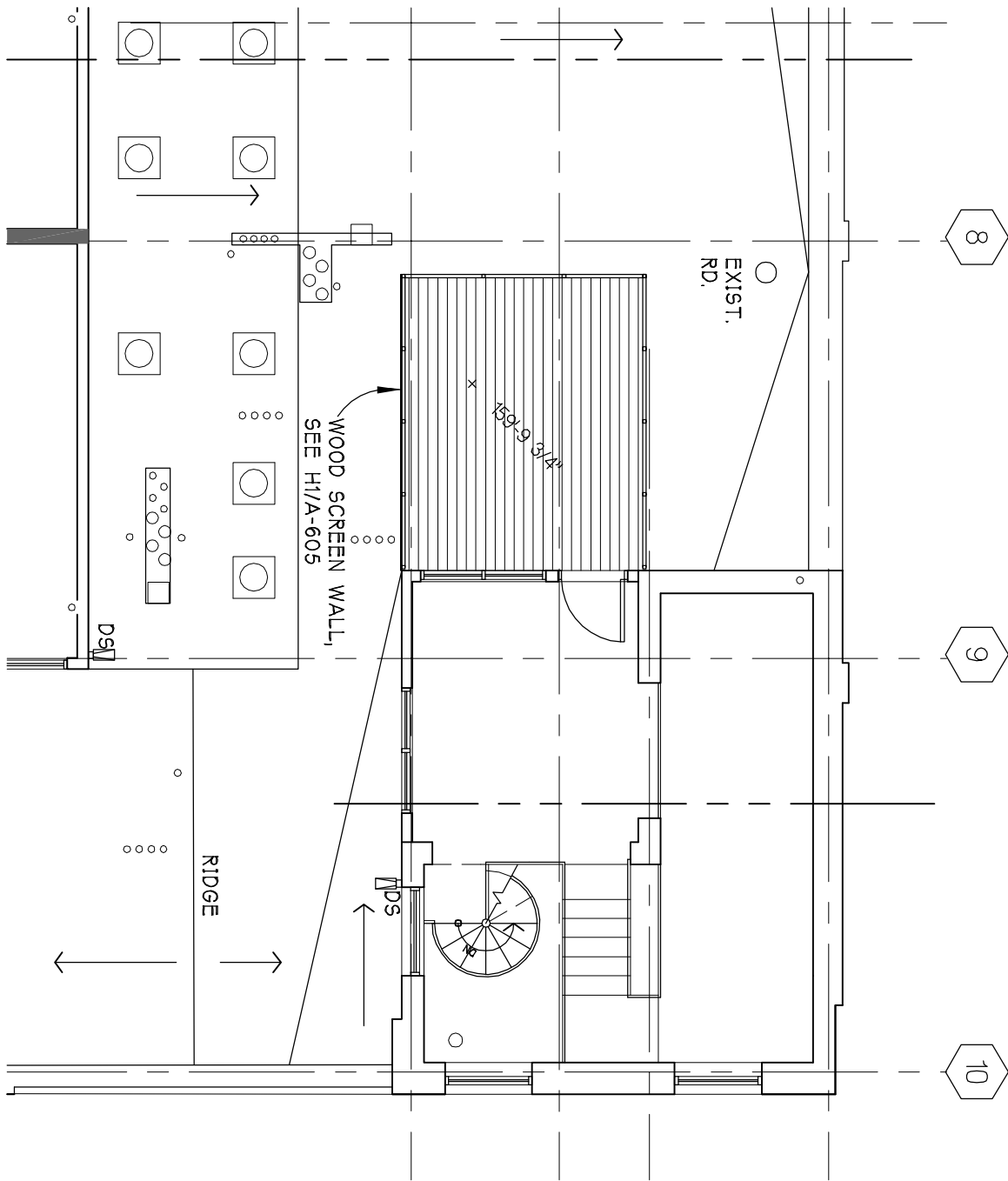
Project No.: _____ HDC _____ Fee Paid: _____

Pre-filing Staff Reviewer & Date: _____ Date of Public Hearing: _____

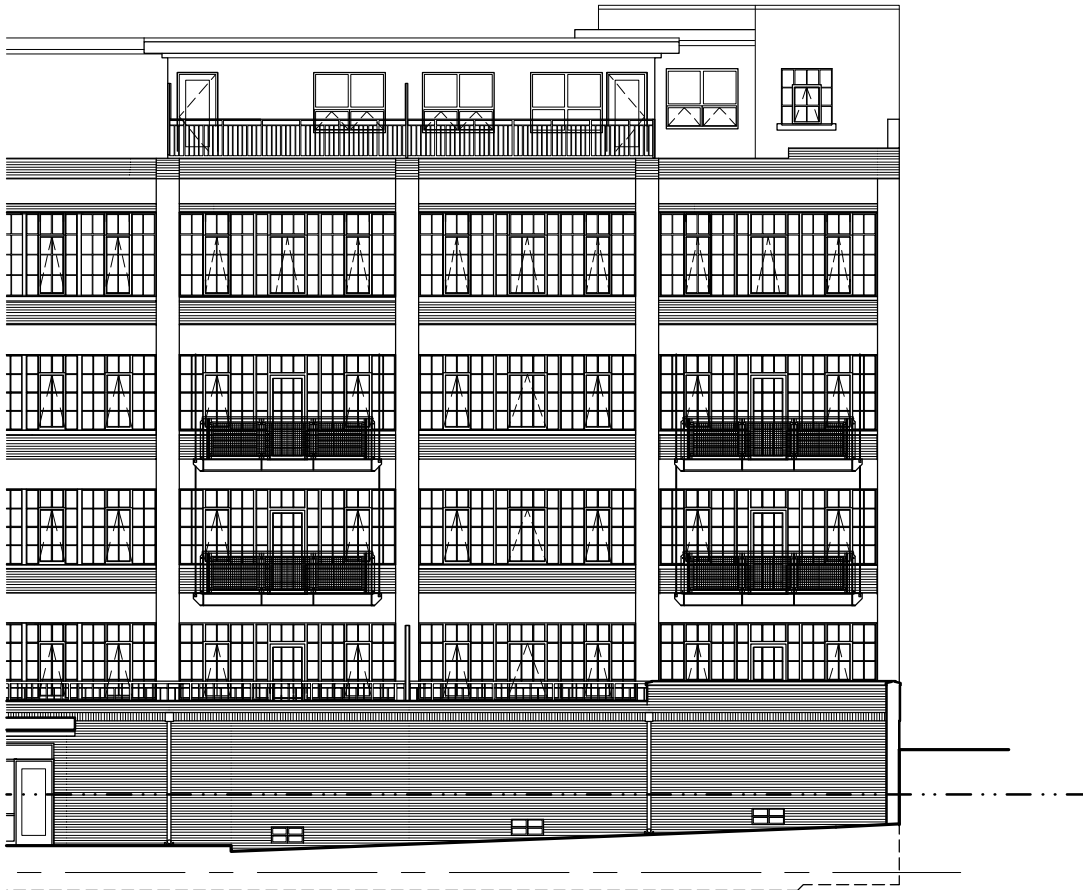
Application Filing Date: _____ Action: _____ HDC COA _____ HDC Denial

Staff signature: _____ HDC NTP _____ Staff COA

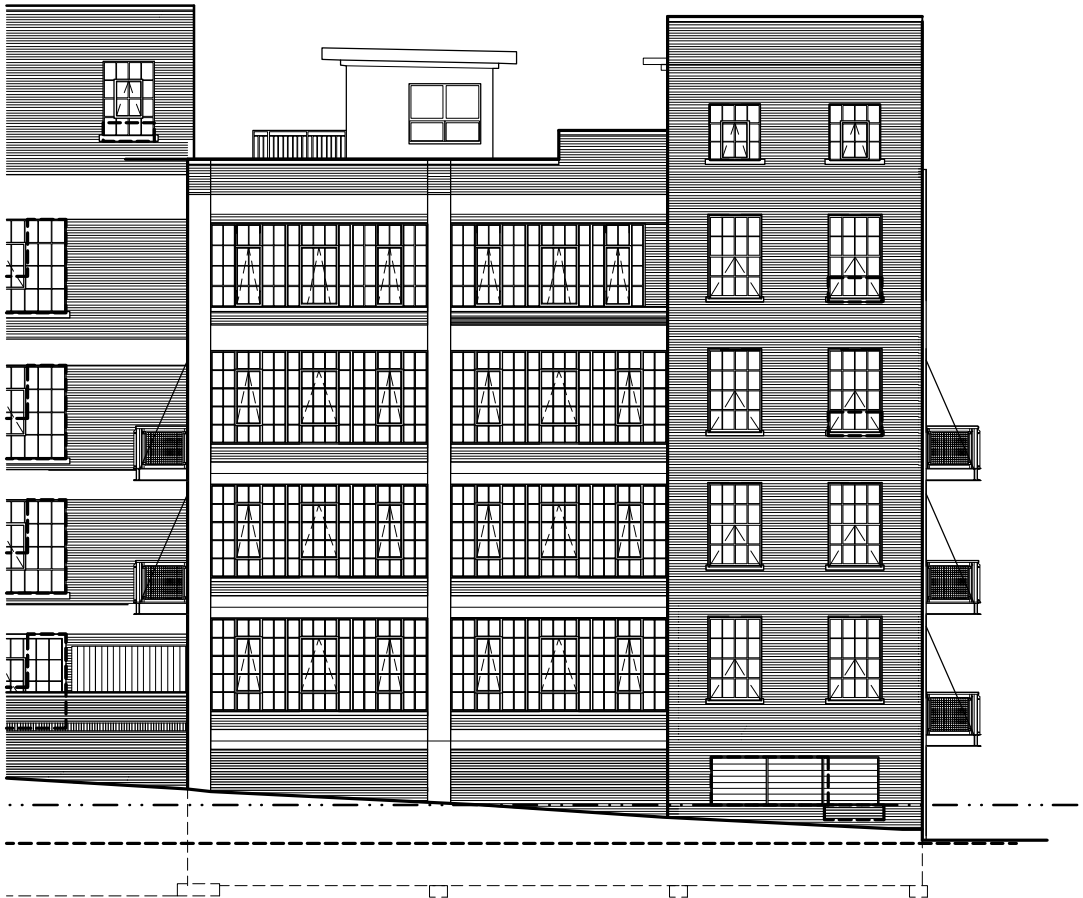
Comments:



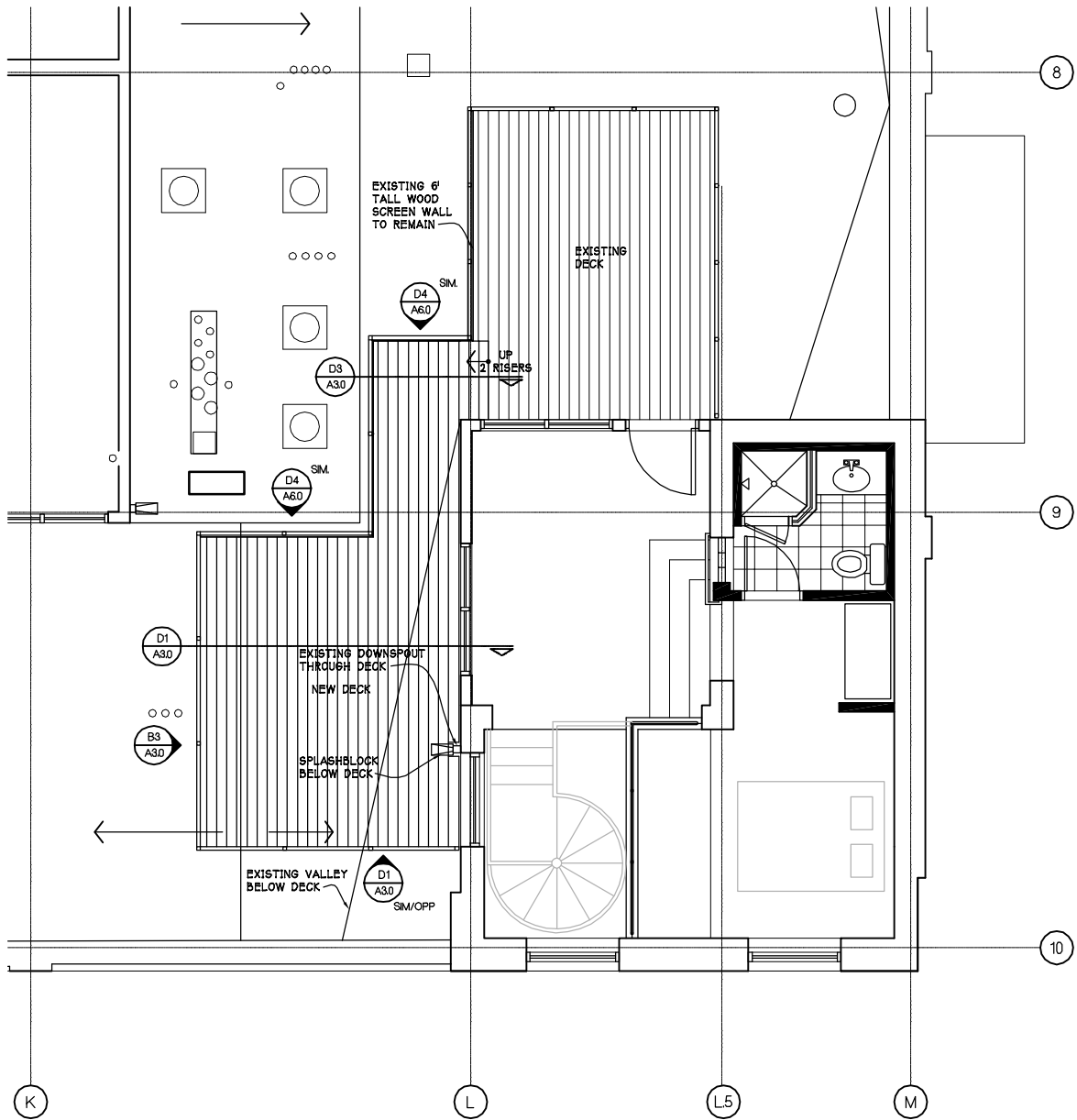
EXISTING ROOF TERRACE
 SCALE - 1/8" = 1'-0"



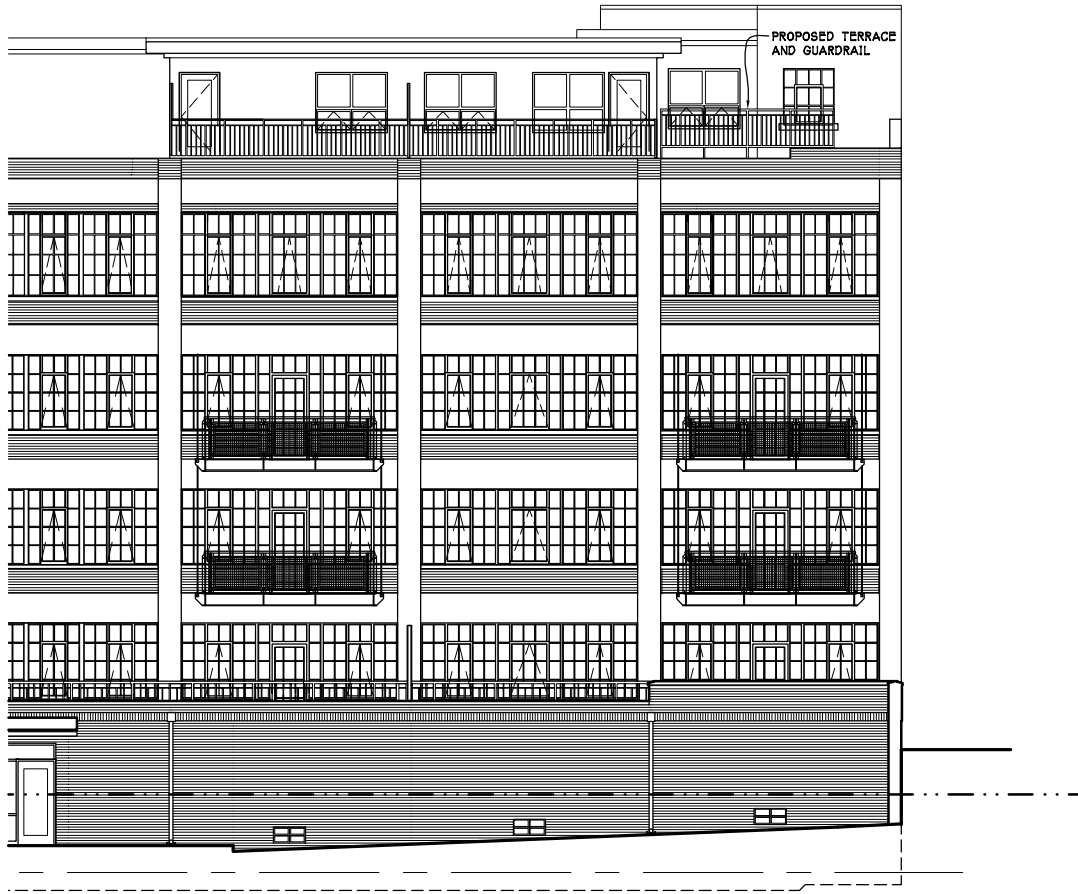
B1 EXISTING WEST ELEVATION
A-300 SCALE - 1/8" = 1'-0"
1/9/2007



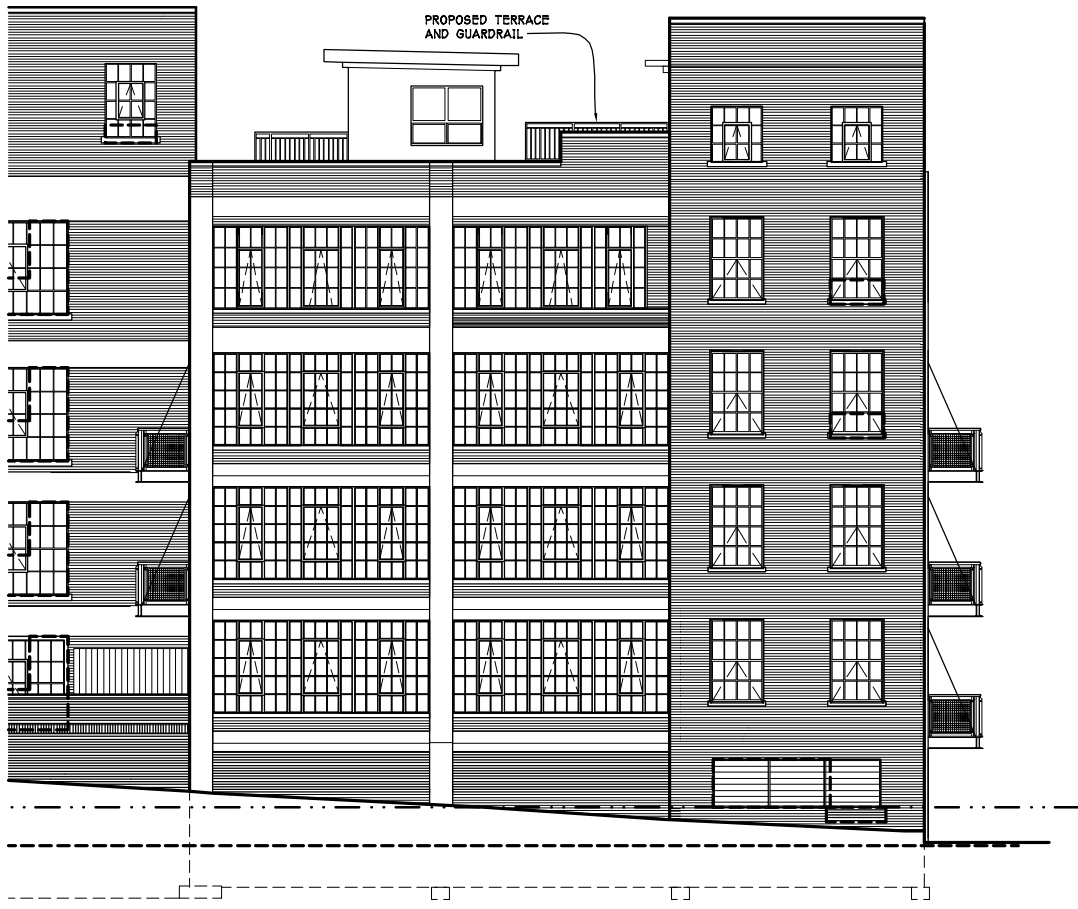
B5 EXISTING SOUTH ELEVATION
A-305 SCALE - 1/8" = 1'-0"
1/9/2007



PROPOSED ROOF TERRACE
 SCALE - 1/8" = 1'-0"
 ZHANG

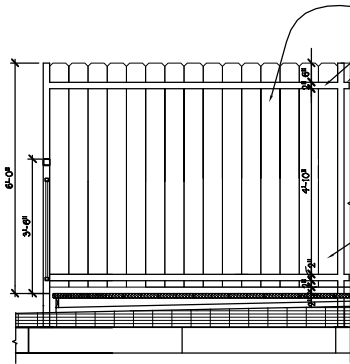


B1
A-300
PROPOSED WEST ELEVATION
 SCALE - 1/8" = 1'-0"

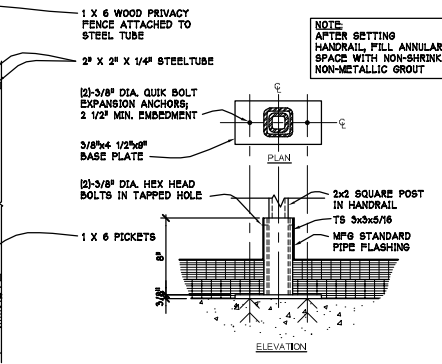


B5
A-305
PROPOSED SOUTH ELEVATION
 SCALE - 1/8" = 1'-0"

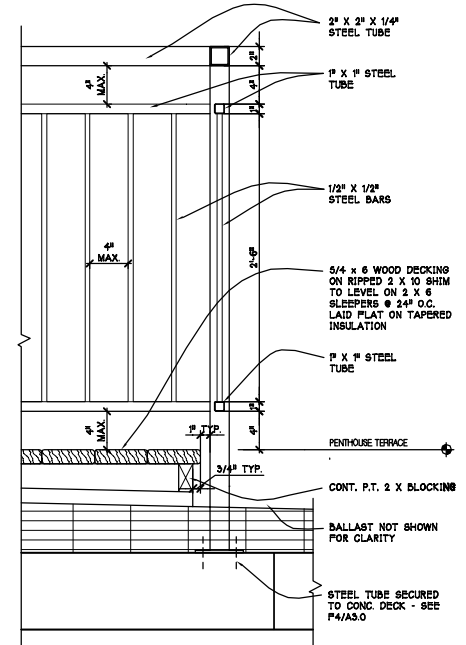
NOTE:
 -ALL ROOFING WORK TO BE PERFORMED BY ORIGINAL INSTALLATION CONTRACTOR -
 ROOFCON INC, BRIGHTON MI (810)228-8490 - CONTACT: SCOTT COLLINS
 -REMOVE EXISTING BALLAST, ROOFING, AND INSULATION AS REQUIRED FOR PLATE
 AND POST INSTALLATION



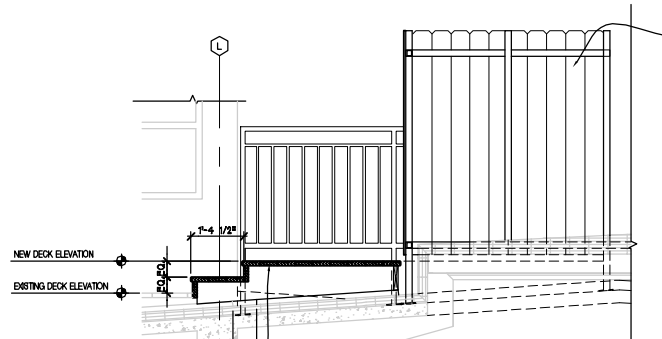
TYP. WOOD SCREEN WALL DETAIL
 D4
 A60/A60 SCALE - 1/2" = 1'-0"



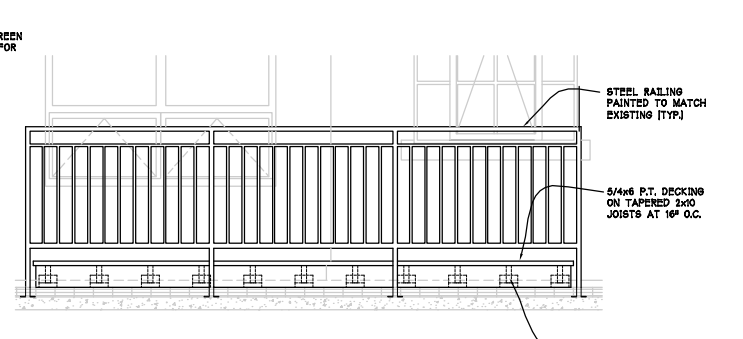
TYP. HANDRAIL POST DETAIL
 C4
 A60/A60 SCALE - 1 1/2" = 1'-0"



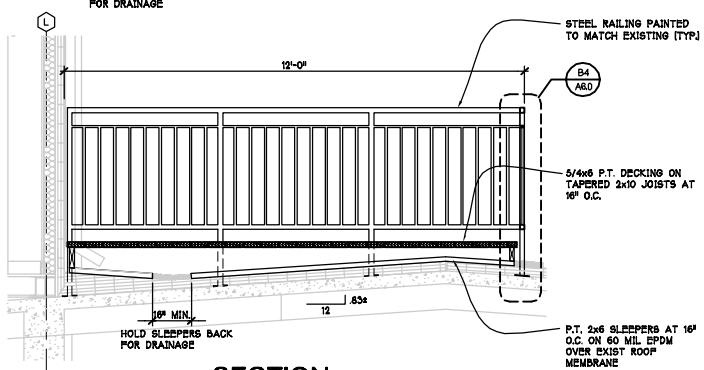
TERRACE RAILING DETAIL
 B4
 A60/A60 SCALE - 1 1/2" = 1'-0"



SECTION D3 WEST DECK EXPANSION
 D3
 A60/A20 SCALE - 1/2" = 1'-0"



ELEVATION B3 WEST DECK EXPANSION
 B3
 A60/A20 SCALE - 1/2" = 1'-0"



SECTION D1 WEST DECK EXPANSION
 D1
 A60/A20 SCALE - 1/2" = 1'-0"













NO PARKING
ANY TIME
MON-FRI
9AM-5PM
SAT-SUN
10AM-5PM

LIBERTY

