



Process for Requesting Design Assistance Historic District Commission A Step-By-Step Guide

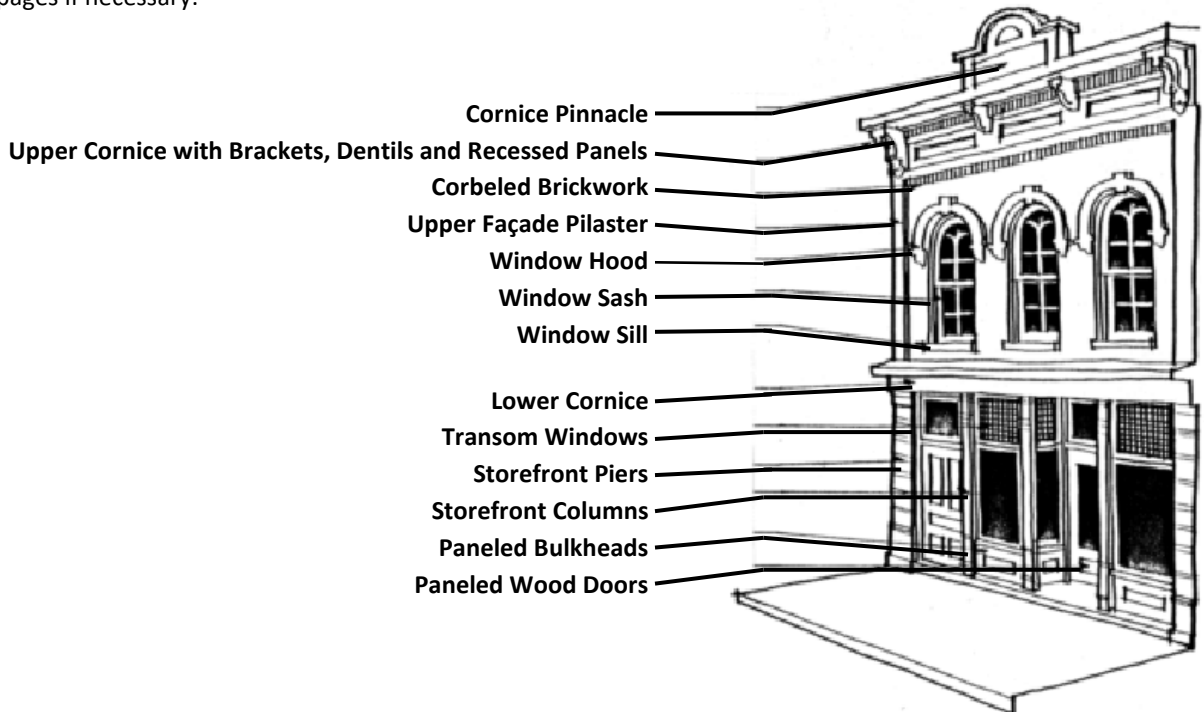
Applicants with complex projects can request Design Assistance from the Historic District to assist them with the requirements of the Secretary of the Interior’s Standards for Rehabilitation as interpreted by the Preservation Briefs. These requests must be submitted **at least 10 days** prior to a meeting. This is not a formal request to the Historic District Commission. An application for a Certificate of Appropriateness is required for all projects in the District.

- 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 will discuss their project with the Commission. The Commission will provide feedback that the applicant can use for their application for a Certificate of Appropriateness.
- 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.

Applicant will complete an application for a [Certificate of Appropriateness](#).

Design Assistance

This drawing depicts many of the types of historical decoration found in the Manistee Historical Business District. While all of the elements may not apply to your building this should assist in listing areas of renovation. Below is a check list to assist in the application process. Please check all that apply to your project and give a brief explanation of proposed work. Use additional pages if necessary.



Check all of the Renovations that Apply to your project and give a brief explanation of the project attach additional sheets if necessary – Example	
<input type="checkbox"/> Cornice Pinnacle:	<u>N/A</u>
<input checked="" type="checkbox"/> Upper Cornice	Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
<input checked="" type="checkbox"/> Corbeled Brickwork	Clean using method prescribed in Preservation Brief #1
<input type="checkbox"/> Cornice Pinnacle	_____
<input type="checkbox"/> Upper Cornice	_____
<input type="checkbox"/> Corbeled Brickwork	_____
<input type="checkbox"/> Upper Façade Pilaster	_____
<input type="checkbox"/> Window Hood	_____
<input type="checkbox"/> Upper Windows	_____
<input type="checkbox"/> Lower Cornice	_____
<input type="checkbox"/> Transom Windows	_____
<input type="checkbox"/> Storefront Piers	_____
<input type="checkbox"/> Storefront Columns	_____
<input type="checkbox"/> Paneled Bulkhead	_____
<input type="checkbox"/> First Floor Windows	_____
<input type="checkbox"/> Doors	_____
<input type="checkbox"/> Other	_____