



## Application for Certificate of Appropriateness for Modifications to Historic District Properties

Before construction, alteration, repair, removal or demolition affecting the exterior of a Historic District property, the property owner or contractor proposing to take such action shall obtain permission from the Portage Historic District Commission (HDC) per PA 169 of 1970.

The property owner must complete the information requested below and submit plans, drawings and pictures sufficient enough to clearly illustrate the proposed action(s).

The HDC will review items at the regularly scheduled meetings held on the first Wednesday of each month. The property owner and/or contractor are requested to attend the meeting. After HDC approval, city staff will issue a "Certificate of Approval." If a building permit is necessary, the property owner is responsible for contacting the Community Development Department.

For assistance in researching appropriate historic modification tips, consult the Secretary of Interior's Standards at [www.nps.gov/tps/standards.htm](http://www.nps.gov/tps/standards.htm) or the National Park Service's *Preservation Briefs* at [www.nps.gov/tps/how-to-preserve/briefs.htm](http://www.nps.gov/tps/how-to-preserve/briefs.htm). For information on the Portage Historic District, see Chapter 38 of the Portage Code of Ordinances. Questions can be directed to HDC Staff Liaison Eric Feldt, Senior City Planner, at (269) 329-4471 or [feldte@portagemi.gov](mailto:feldte@portagemi.gov).

Applicant Name(s) \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Address of Historic Property \_\_\_\_\_

Description of Proposed Action \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Proposed Action \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Materials to be Used (be as descriptive as possible) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*Attach all plans, drawings, and photos to clearly illustrate the proposed action(s).\*\***

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Signature of Property Owner

Revised 10/04/2021