



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 or the National Park Service's *Preservation Briefs* at 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 Biqi Zhao, Senior City Planner, at (269) 329-4475 or zhaob@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).****

Signature of Property Owner