

# VILLAGE OF HOLLY

## HISTORIC DISTRICT APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Date: \_\_\_\_\_ Historic District Review Commission \$105.00  
Receipt/Check #: \_\_\_\_\_ Administrative Review \$20.00

Please refer to the pages following this application to find out if  
your project will require HDC or Administrative Review.

**FOR HDC REVIEW:** Submit this application along with supporting documentation, including photos, material samples and/or work plans for the proposed project. For documentation in color, please submit **10 copies**. Your application will be reviewed by the Holly Historic District Commission (HDC). You or your representative **must** attend the meeting in person if going before the HDC. **THIS APPLICATION MUST BE SUBMITTED NO LATER THAN 20 DAYS PRIOR TO THE REGULARLY SCHEDULED MEETING. THE HDC MEETS ON THE THRID THURSDAY OF EVERY MONTH.**

**For Administrative Review:** Submit this application along with supporting documentation including photos, material samples and/or work plans for the proposed project. For documentation in color, please submit **2 copies**. **YOUR APPLICATION MUST BE TURNED IN NO LATER THAN 10 DAYS PRIOR TO THE START OF THE PROJECT.**

If you would like assistance with the preparation of this application or if you have any questions concerning your request or the review procedure, please call the Holly Village offices at (248) 634-9571.

ADDRESS OF PROPOSED WORK: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

TELEPHONE #: (CELL): \_\_\_\_\_ (OTHER): \_\_\_\_\_

PROPERTY OWNERS NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

(If Different than Applicant)

### NATURE OF PROPOSED CHANGE (Check all that apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> New Construction     | <input type="checkbox"/> Extensive Renovation           | <input type="checkbox"/> Roof             |
| <input type="checkbox"/> Repair               | <input type="checkbox"/> Minor Renovation or Alteration | <input type="checkbox"/> Porch            |
| <input type="checkbox"/> Siding or masonry    | <input type="checkbox"/> Demolition                     | <input type="checkbox"/> Windows or doors |
| <input type="checkbox"/> Façade or storefront | <input type="checkbox"/> Fence or railing               | <input type="checkbox"/> Awning           |

Other \_\_\_\_\_

Describe all changes proposed for the structure's exterior. Include plans, photographs, material samples, dimensions, size and style of lettering (for signs), and any other information to assist the commission in their deliberations. Use attachments as necessary. Include an estimated date when the project will be completed.

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I, the undersigned, hereby state that all of the information presented in this application is true and complete to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature (if different from applicant) \_\_\_\_\_

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**HISTORIC COMMISSION/BUILDING OFFICIAL USE ONLY**

This application has been approved/disapproved because it meets/fails to meet the Secretary of Interior's Standards for Rehabilitation and the following criteria established for the historic district (Holly Code Section 6-04-080(3)).

- The historical or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.
- The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.
- The general compatibility of the design, arrangement, texture and materials proposed to be used.
- Any other factors such as aesthetic value that the commission finds relevant.

This permit has been approved subject to the following conditions or modifications:

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On \_\_\_\_\_ the Village of Holly Historic District Commission/Building Official approved/denied a certificate of appropriateness for the property identified above.

Chairperson/Village Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **The Secretary of the Interior's Standards for Rehabilitation**

**When reviewing an application for a Certificate of Appropriateness, the Historic District Commission must use the following standards as a basis for action:**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

For more information visit: [http://www.nps.gov/hps/tps/standguide/rehab/rehab\\_standards.htm](http://www.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm)