



APPLICATION FOR PROJECT REVIEW – ROOF - Administrative review

(PLEASE PRINT CLEARLY - See instructions on reverse side)

Property Address:
Historic District: [ ] South/Vine [ ] Stuart [ ] West Main Hill [ ] Rose Place [ ] Haymarket
ADMINISTRATIVE: \$35 administrative review fee with building permit fee

Applicant: Owner:
Mailing Add. Mailing add
City State & Zip: City, State Zip
Phone: Phone:
Email @ Email @

Contractor:
( ) Work to be done by owner
Proposed Work: Roof color Manufacturer
Use additional sheets to describe work if necessary

STANDARDS: Medium to dark shingle color, dark drip edge, retain all crown moulding and trim, use flashing to blend with the roof, tucked behind clapboards and into mortar joints.

This property has at least one working smoke detector for each dwelling unit. (Required) \* see back (Owner or applicant's initials)

Applicant's Signature: Date:
Owner's Signature: Date:
(if different)

-For Historic Preservation Coordinator's Use Only-

Case Number: Date Received:

REFERRED TO:

COMMISSION \$83 hearing fee ADMINISTRATIVE \$35 administrative review fee
Meeting Date: Staff Review Date:
COMMENTS: COMMENTS

Approval in Concept Date: COA issued
Letter mailed

FINAL ACTION

[ ] Approve [ ] Site Visit [ ] Approve w/Conditions [ ] Deny [ ] Postpone [ ] Withdrawn
ACTION DATE

Certificate of Appropriateness Issued
Notice of Denial with appeals information
Notice to Proceed Comments

# APPLICATION FOR PROJECT REVIEW – ROOF - Administrative review

## *Filling out the application – instructions and tips.*

(The HDC meets on the 3<sup>rd</sup> Tuesday of each month, application deadline is the 2<sup>nd</sup> Tuesday)

<b>Property address:</b> street address of the property where the work will be done	<b>Historic district:</b> Stuart, South Street- Vine Area, Haymarket, West Main Hill or Rose Place
<b>Applicant:</b> Owner or the owner's contractor.	<b>Owner:</b> Legal owner of property
<b>Mailing Address:</b> Applicant's address	<b>Mailing Address:</b> Owner's address
<b>City, State &amp; Zip:</b>	<b>City, State &amp; Zip:</b>
<b>Phone:</b> Specify home or work	<b>Phone:</b> Specify home or work
<b>Email</b>	<b>Email</b>
<b>Contractor – Name of roofing contractor</b> Or indicate ( ) owner	

### Proposed Work: Roof

1. Medium to dark shingle color
2. Dark "D" type drip edge.
3. Ridge vent colored to blend with roof.
4. Single cut or open valleys (no woven shingle valleys).
5. New deck is to be installed to protect/accommodate crown moulding by installing decking to hang over 3/4" - 1" past existing or future crown moulding. *IMPORTANT NOTE: In areas where crown moulding is missing, new deck installation shall allow for future re-installation of crown moulding.*
6. Flashing shall be a color to complement the roof color (Not bright metal) and properly installed:
  - a. Flashing must be tucked behind clapboards or siding on porches, dormers and side roofs.
  - b. Flashing must be tucked into mortar joints of chimneys.
7. Any unpainted wood must be painted within six months from the date of completion.  
*(Remember: Always apply for and obtain your "Certificate of Appropriateness" BEFORE you purchase materials for your project. You will also need a building permit.)*

- If you need to change the roofline – for example putting a slope on a flat roofed rear addition – include drawings and measurements documenting the proposed new configuration. For more complex work, please include as many **continuation or illustration sheets** as you need to present a clear picture to the commission of your proposed work.
- Drawings – black or blue black ink on white paper. Electronic submissions are encouraged. Drawings should include dimensions of the existing part of the building and the proposed work.
- You need submit only one set of drawings; city staff will make the necessary copies. If you want to submit color copies to illustrate your work, please submit 8 sets (one for each commissioner and one for the coordinator's files.)
- Use the checklist to be sure you have supplied all the important information.
- PHOTOS: If this project is referred to the Historic District Commission for a hearing, **the historic preservation coordinator is responsible for taking photographs of the proposed work and the structure.. If you wish to take additional photos, one set is usually adequate for the commissioners to examine. (Hint: Photos are much easier to pass around in a photo album page.)**

\* [ ] Please initial to verify this property has at least one working smoke detector for each dwelling unit. This is REQUIRED by state law or the application will be considered incomplete.

**Emergency repairs:** If damage occurs to a structure in a historic district, which requires emergency repairs, steps may be taken to secure the structure without the approval of the commission or the coordinator. Cover damaged windows or holes in a roof with tarps or wood to prevent further damage. Support dangling or loose elements or remove and store them. Notify the Coordinator of the damage to the structure on the first weekday available after the damage occurs and the coordinator will visit the structure as well as arranging a site visit by commission members to approve repairs if necessary. **THIS WILL BE DONE AS QUICKLY AS POSSIBLE IN ORDER TO FACILITATE REPAIRS OF THE STRUCTURE IN A TIMELY MANNER.**

If you have questions about completing this application for project review, please call the Historic Preservation Coordinator at 337-8804 or by email at [ferraros@kalamazoo.org](mailto:ferraros@kalamazoo.org)