

**GENERAL APPLICATION FOR WORK LOCATED WITHIN A HISTORIC DISTRICT**

- Minor Work ( Complete Section A and refer to General Directions)
- New Construction (Complete Section B and refer to General Directions and Item B)
- Demolition (Complete Section B and refer to General Directions and Item C)

**Application Deadline:** Application and materials must be completed and **submitted by 4:00 p.m. ten (10) business days before each Commission Meeting.** Late applications will be placed on the agenda for the following month. Decision by the Commission will not necessarily occur at the meeting at which the application materials are first received.

**A) MINOR WORK**

**PROPERTY LOCATION:** \_\_\_\_\_  
(Number) (Street) (Property Tax ID #)

**PROPERTY OWNER**

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

**APPLICANT/CONTRACTOR**

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

\_\_\_\_ Attach a brief description of the nature of the minor work proposed and the materials to be used.

\_\_\_\_ Attach one or more photograph(s) of the whole building including façade and any relevant elevations showing the area, item or feature proposed to be repaired or replaced. The Building Official or Historic District Commission may require additional information necessary to determine the work to be Minor Work.

If the Building Official determines that the proposed work is not Minor Work, the Building Official shall direct the applicant to complete an Application for New Work and/ or Application for Demolition or Moving work which will then be referred to the HDC.

I certify that the information provided in this Application and the documents submitted with this Application are true to the best of my information, knowledge and belief.

**SIGNATURES**

Signature \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_  
Please Print Name Please Print Name

NOTE: All photos, drawings and physical samples, etc., become the property of the HDC/City of Mackinac Island. These may be returned to the applicant upon request after they are no longer needed by the Commission/City.

**RETURN THIS FORM AND SUPPORTING MATERIALS TO:  
MACKINAC ISLAND BUILDING OFFICIAL  
7358 MARKET STREET, MACKINAC ISLAND, MI 49757  
PHONE: (906) 847-4035**

File Number: _____	Date Received: _____	Fee: _____
Received By: _____	Work Completed Date: _____	

**B) NEW CONSTRUCTION & DEMOLITION OR MOVING OF STRUCTURES**

**PROPERTY LOCATION:** \_\_\_\_\_  
(Number) (Street) (Property Tax ID #)

**LEGAL DESCRIPTION OF PROPERTY:** \_\_\_\_\_  
(Attach supplement pages as needed)

**ESTIMATED PROJECT COST:** \_\_\_\_\_

**APPLICANT/CONTRACTOR**  
**(Applicant's interest in the project if not the fee-simple owner):** \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

I certify that the information provided in this Application and the documents submitted with this Application are true to the best of my information, knowledge and belief.

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

**PROPERTY OWNER(S) AND ALL PARTIES WITH A CLAIM OF RIGHT IN PROPERTY<sup>1</sup> This includes mortgagees, easement holders, and lien holders. You may be asked to provide a title search of the property and if the estimated is in excess of \$250,000 you are required to do so. Attach additional pages listing the person(s) or entity(ies) with legal interest(s) in the property and the nature of the legal interest(s).**

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

- The undersigned certify(ies) and represent(s)
1. That he/she, it or they is (are) all of the fee title owner(s) of all of the property involved in the application; and
  2. That he/she, it or they has (have) attached a list which identifies all parties with a legal interest in the property at issue other than the undersigned owner(s) and has (have) identified the nature of each legal interest; and
  3. That the answers and statements herein attached and materials provided are in all respects true and correct to the best of his, her, its or their information, knowledge and belief. The undersigned hereby further certify(ies) and represent(s) that he/she, it or they has (have) read the foregoing and understand(s) the same.

\_\_\_\_\_  
SIGNATURES

Signature Signature

\_\_\_\_\_  
Please Print Name Please Print Name

Signed and sworn to before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
County, Michigan  
My commission expires: \_\_\_\_\_

<sup>1</sup> The decision by the Historic District Commission may be in the form of Restrictions to which such Parties may be required to agree. (revised 09/14)