

# HISTORIC DISTRICT COMMISSION PROJECT REVIEW REQUEST

CITY OF DETROIT  
PLANNING & DEVELOPMENT DEPARTMENT  
2 WOODWARD AVENUE, ROOM 808, DETROIT, MI 48226

DATE: \_\_\_\_\_

## PROPERTY INFORMATION

ADDRESS: \_\_\_\_\_ AKA: \_\_\_\_\_

HISTORIC DISTRICT: \_\_\_\_\_

**SCOPE OF WORK:** (Check ALL that apply)

<input type="checkbox"/> Windows/ Doors	<input type="checkbox"/> Roof/Gutters/ Chimney	<input type="checkbox"/> Porch/ Deck	<input type="checkbox"/> Landscape/Fence/ Tree/Park	<input type="checkbox"/> General Rehab
<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition	<input type="checkbox"/> Addition	<input type="checkbox"/> Other: _____	

## APPLICANT IDENTIFICATION

☐ Property Owner/  
Homeowner

☐ Contractor

☐ Tenant or  
Business Occupant

☐ Architect/Engineer/  
Consultant

NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## PROJECT REVIEW REQUEST CHECKLIST

Please attach the following documentation to your request:

**\*PLEASE KEEP FILE SIZE OF ENTIRE SUBMISSION UNDER 30MB\***

- ☐ **Completed Building Permit Application** (highlighted portions only)
- ☐ **ePLANS Permit Number** (only applicable if you've already applied for permits through ePLANS)
- ☐ **Photographs** of ALL sides of existing building or site
- ☐ **Detailed photographs** of location of proposed work (photographs to show existing condition(s), design, color, & material)
- ☐ **Description of existing conditions** (including materials and design)
- ☐ **Description of project** (if replacing any existing material(s), include an explanation as to why replacement--rather than repair--of existing and/or construction of new is required)
- ☐ **Detailed scope of work** (formatted as bulleted list)
- ☐ **Brochure/cut sheets** for proposed replacement material(s) and/or product(s), as applicable

### NOTE:

Based on the scope of work, additional documentation may be required.

See [www.detroitmi.gov/hdc](http://www.detroitmi.gov/hdc) for scope-specific requirements.

Upon receipt of this documentation, staff will review and inform you of the next steps toward obtaining your building permit from the Buildings, Safety Engineering and Environmental Department (BSEED) to perform the work.

**SUBMIT COMPLETED REQUESTS TO [HDC@DETROITMI.GOV](mailto:HDC@DETROITMI.GOV)**

P2 - BUILDING PERMIT APPLICATION

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

PROPERTY INFORMATION

Address: \_\_\_\_\_ Floor: \_\_\_\_\_ Suite#: \_\_\_\_\_ Stories: \_\_\_\_\_

AKA: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Subdivision: \_\_\_\_\_

Parcel ID#(s): \_\_\_\_\_ Total Acres: \_\_\_\_\_ Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_

Current Legal Use of Property: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Are there any existing buildings or structures on this parcel? ☐ Yes ☐ No

PROJECT INFORMATION

Permit Type: ☐ New ☐ Alteration ☐ Addition ☐ Demolition ☐ Correct Violations

☐ Foundation Only ☐ Change of Use ☐ Temporary Use ☐ Other: \_\_\_\_\_

☐ Revision to Original Permit #: \_\_\_\_\_ (Original permit has been issued and is active)

Description of Work (Describe in detail proposed work and use of property, attach work list)

☐ \_\_\_\_\_ ☐ MBC use change ☐ No MBC use change

Included Improvements (Check all applicable; these trade areas require separate permit applications)

☐ HVAC/Mechanical ☐ Electrical ☐ Plumbing ☐ Fire Sprinkler System ☐ Fire Alarm

Structure Type

☐ New Building ☐ Existing Structure ☐ Tenant Space ☐ Garage/Accessory Building

☐ Other: \_\_\_\_\_ Size of Structure to be Demolished (LxWxH) \_\_\_\_\_ cubic ft.

Construction involves changes to the floor plan? ☐ Yes ☐ No

(e.g. interior demolition or construction to new walls)

Use Group: \_\_\_\_\_ Type of Construction (per current MI Bldg Code Table 601) \_\_\_\_\_

Estimated Cost of Construction \$ \_\_\_\_\_ By Contractor \$ \_\_\_\_\_ By Department

Structure Use

☐ Residential-Number of Units: \_\_\_\_\_ ☐ Office-Gross Floor Area \_\_\_\_\_ ☐ Industrial-Gross Floor Area \_\_\_\_\_

☐ Commercial-Gross Floor Area: \_\_\_\_\_ ☐ Institutional-Gross Floor Area \_\_\_\_\_ ☐ Other-Gross Floor Area \_\_\_\_\_

Proposed No. of Employees: \_\_\_\_\_ List materials to be stored in the building: \_\_\_\_\_

PLOT PLAN SHALL BE submitted on separate sheets and shall show all easements and measurements (must be correct and in detail). SHOW ALL streets abutting lot, indicate front of lot, show all buildings, existing and proposed distances to lot lines. (Building Permit Application Continues on Next Page)

For Building Department Use Only

Intake By: \_\_\_\_\_ Date: \_\_\_\_\_ Fees Due: \_\_\_\_\_ DngBld? ☐ No

Permit Description: \_\_\_\_\_

Current Legal Land Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Permit#: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_ Permit Cost: \$ \_\_\_\_\_

Zoning District: \_\_\_\_\_ Zoning Grant(s): \_\_\_\_\_

Lots Combined? ☐ Yes ☐ No (attach zoning clearance)

Revised Cost (revised permit applications only) Old \$ \_\_\_\_\_ New \$ \_\_\_\_\_

Structural: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_

Zoning: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_

Other: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_

Permit #:



**IDENTIFICATION** (All Fields Required)

**Property Owner/Homeowner**

☐ Property Owner/Homeowner is Permit Applicant

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor**

☐ Contractor is Permit Applicant

Representative Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

City of Detroit License #: \_\_\_\_\_

**TENANT OR BUSINESS OCCUPANT**

☐ Tenant is Permit Applicant

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ARCHITECT/ENGINEER/CONSULTANT**

☐ Architect/Engineer/Consultant is Permit Applicant

Name: \_\_\_\_\_ State Registration#: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**HOMEOWNER AFFIDAVIT** (Only required for residential permits obtained by homeowner.)

I hereby certify that I am the legal owner and occupant of the subject property and the work described on this permit application shall be completed by me. I am familiar with the applicable codes and requirements of the City of Detroit and take full responsibility for all code compliance, fees and inspections related to the installation/work herein described. I shall neither hire nor sub-contract to any other person, firm or corporation any portion of the work covered by this building permit.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Homeowner)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ A.D. \_\_\_\_\_ County, Michigan

Signature: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_  
(Notary Public)

**PERMIT APPLICANT SIGNATURE**

I hereby certify that the information on this application is true and correct. I have reviewed all deed restrictions that may apply to this construction and am aware of my responsibility thereunder. I certify that the proposed work is authorized by the owner of the record and I have been authorized to make this application as the property owner(s) authorized agent. Further I agree to conform to all applicable laws and ordinances of jurisdiction. **I am aware that a permit will expire when no inspections are requested and conducted within 180 days of the date of issuance or the date of the previous inspection and that expired permits cannot be**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Permit Applicant)

Driver's License #: \_\_\_\_\_ Expiration: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ A.D. \_\_\_\_\_ County, Michigan

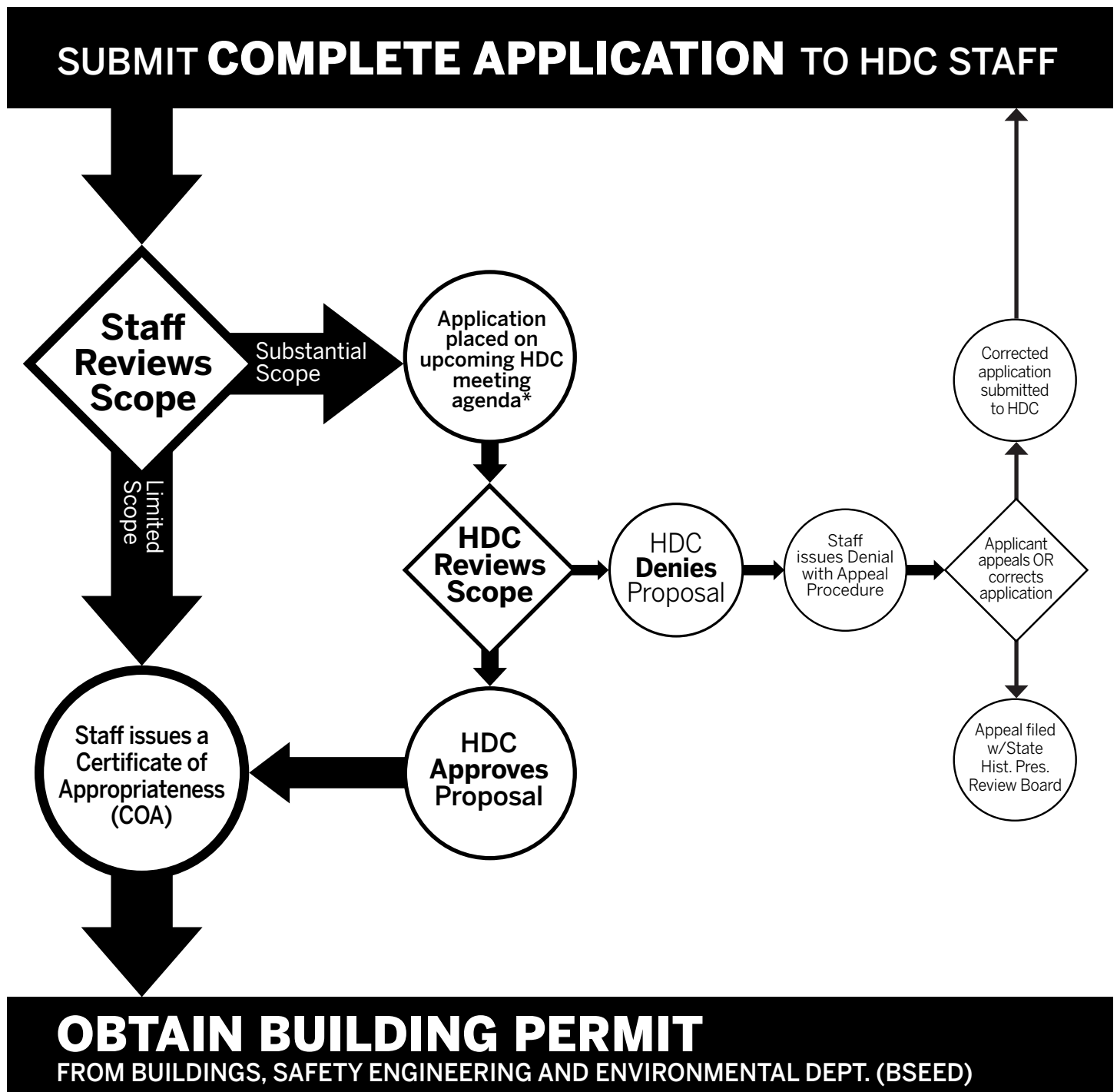
Signature: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_  
(Notary Public) (Notarized using electronic/remote technology)

**Section 23a of the state construction code act of 1972, 1972PA230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Visitors of Section 23a are subject to civil fines.**

This application can also be completed online. Visit [detroitmi.gov/bseed/elaps](http://detroitmi.gov/bseed/elaps) for more information.



# HISTORIC DISTRICT COMMISSION REVIEW & PERMIT PROCESS



\* THE **COMMISSION MEETS REGULARY AT LEAST ONCE PER MONTH**, TYPICALLY ON THE SECOND WEDNESDAY OF THE MONTH.  
(SEE WEBSITE FOR MEETING SCHEDULE/AGENDAS)

FIND OUT MORE AT **[www.detroitmi.gov/hdc](http://www.detroitmi.gov/hdc)**



# EXISTING PHOTOS



VIEW FROM SOUTHEAST CORNER LOOKING NORTHWEST  
ACROSS SITE - EXISTING BRICK PATH TO BE SALVAGED  
AND REUSED



VIEW FROM WEST AT 3RD AVE SIDEWALK LOOKING EAST  
ACROSS SITE



VIEW FROM NORTHEAST CORNER OF INTERSECTION AT  
3RD AVE AND LOTHROP ST LOOKING NORTH UP SIDE-  
WALK



VIEW FROM NORTH SIDE OF LOTHROP ST LOOKING  
WEST DOWN SIDEWALK TOWARD 3RD AVE

# DESCRIPTION OF WORK

The New Center Dog Park is located at the northeast corner lot of 3rd Avenue and Lothrop Street. The project provides accessible fenced-in areas designated for large dogs and small dogs, with amenities including pet play equipment, pet waste receptacles, pet fountains, picnic tables, landscape improvements, five (5) parking spaces, and a resilient pet-oriented permeable artificial turf system that manages site stormwater.

ProjectDox®

Department Review Status Report

Project Name:	BLD2020-01069
Workflow Started:	03/12/2020 7:40 AM
Report Generated:	04/08/2020 12:48 PM

Cycle	Department	Reviewer	Email	Status	Reviewer Comments	Applicant Comments
1	Plan Review - Zoning Check	Wyatt Banks	banksw@detroitmi.gov	Approved	Subject to Field Approval	
	Structural	Abdul Abbas	abbasa@detroitmi.gov	Approved		
	Fire	Keith Hewlett	hewlettk@detroitmi.gov	Approved		
	Plumbing	Steven Jar	jars@detroitmi.gov	Revision Required	PLEASE NOTE 'ALTERNATIVE ENGINEERED DESIGN ' ON SHEETS WE DISCUSSED( 4-2-2020)	
	DPW - Curb Cuts	Maher Elsalti	elsaltim@detroitmi.gov	Revision Required		
	DWSD	Mohammed siddique	siddiquemo@detroitmi.gov	Approved	A separate permit is required from DWSD for proposed sewer connection and reuse of an existing water service line	
	Historical	BRENDAN CAGNEY	cagneyb@detroitmi.gov	Revision Required	Please complete the attached “Project Review Request” form that has now been uploaded to the Reviewer Attachments. Fill out all the highlighted fields on the first three pages and submit all of the information outlined in the section of this form, Project Review Request Checklist.  Please upload the requested information to E-Plans and submit to staff via hdc@detroitmi.gov. Upon completion of review, staff will contact you regarding the next steps.  Sincerely, Historic District Commission Staff	
	DPW - Encroachment					



## Checklist Items

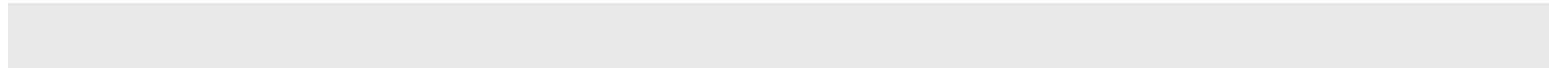
**Project Name:** BLD2020-01069

**Workflow Started:** 03/12/2020 7:40 AM

**Report Generated:** 04/08/2020 12:23 PM

Cycle	Permit Type	Comment Type	Reviewer Comment	Department
1	Commercial Building Permit AA	Custom Corrections	The work is encroaching up on the ROW. Vacation of easement / encroachment approval onto existing easement / dedication of new easement is required. Please contact Mr. James Knoll of DPW/CED Survey Section at 313-224-3970.	DPW - Curb Cuts
1	Commercial Building Permit AA	Custom Corrections	ADA-compliant sidewalk and ramp with warning strip must be provided at intersection crosswalks stand (3rd Ave. and Lothrop St.) shall conform to MDT Detail R-28-I with city thickness amendment. Remove abandoned drive approaches and replace with sidewalk and curb.	DPW - Curb Cuts
1	Commercial Building Permit AA	Custom Corrections	Include the following note on plan: "Damaged sidewalks around the project in ROW will be repaired or replaced to City of Detroit standards and specifications".	DPW - Curb Cuts
1	Commercial Building Permit AA	Custom Corrections	Provide details on restoration of the sidewalk. Show City of Detroit related details on the drawings.	DPW - Curb Cuts
1	Commercial Building Permit AA	Custom Corrections	Provide maintenance agreement with The City of Detroit for using alley as access. Maintenance agreement required to use the alley as an entrance to parking lot. Please contact Mr. Keith McCrary of DPW/CED at (313-224-3970)	DPW - Curb Cuts
1	Commercial Building Permit AA	City Engineering	Plans must be sealed by a Professional Engineer or Architect licensed to practice in the State of Michigan.	DPW - Curb Cuts
1	Commercial Building Permit AA	City Engineering	Show dimensions on plans,	DPW - Curb Cuts

## Checklist Items



Applicant Response	Status	Updated By	Last Updated	Completed?	Date Completed
	Not Met	Maher Elsalti	04/03/2020 3:02 PM	False	04/03/2020 3:02 PM
	Not Met	Maher Elsalti	04/03/2020 3:02 PM	False	04/03/2020 3:02 PM
	Not Met	Maher Elsalti	04/03/2020 3:02 PM	False	04/03/2020 3:02 PM
	Not Met	Maher Elsalti	04/03/2020 3:02 PM	False	04/03/2020 3:02 PM
	Not Met	Maher Elsalti	04/03/2020 3:02 PM	False	04/03/2020 3:02 PM
	Not Met	Maher Elsalti	04/03/2020 3:07 PM	False	04/03/2020 3:07 PM
	Not Met	Maher Elsalti	04/03/2020 3:07 PM	False	04/03/2020 3:07 PM



