



HISTORIC DISTRICT COMMISSION APPLICATION FOR WORK APPROVAL

City of Detroit - Planning & Development Department
2 Woodward Avenue, Suite 808
Detroit, Michigan 48226

APPLICATION ID
HDC2026-00097

PROPERTY INFORMATION

ADDRESS(ES): 4221 Cortland
HISTORIC DISTRICT: Russell Woods-Sullivan

SCOPE OF WORK: (Check ALL that apply)

- | | | | | | |
|---|--|---------------------------------------|--|---|--------------------------------|
| <input type="checkbox"/> Windows/ Doors | <input type="checkbox"/> Walls/ Siding | <input type="checkbox"/> Painting | <input type="checkbox"/> Roof/Gutters/ Chimney | <input checked="" type="checkbox"/> Porch/Deck/Balcony | <input type="checkbox"/> Other |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Signage | <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Site Improvements (landscape, trees, fences, patios, etc.) | |

BRIEF PROJECT DESCRIPTION:

A new handrail and guardrail are to be installed on the existing front porch (rails missing since ~2013), and the height is proposed to be 36" - not 24". Seeking approval on the 36" rail height.

APPLICANT IDENTIFICATION

TYPE OF APPLICANT: Architect/Engineer/Consultant			
NAME: Chelsea Sturza		COMPANY NAME: Refined Design Solutions	
ADDRESS: 27733 John R Rd Unit #248		CITY: Madison Heights	STATE: MI
PHONE: +1 (248) 860-3592		EMAIL: chelsea@refineddesignsolutions.com	
ZIP: 48071			

I AGREE TO AND AFFIRM THE FOLLOWING:

<input checked="" type="checkbox"/>	I understand that the failure to upload all required documentation may result in extended review times for my project and/or a denied application.
<input checked="" type="checkbox"/>	I understand that the review of this application by the Historic District Commission does not waive my responsibility to comply with any other applicable ordinances including obtaining appropriate permits (building, sign, etc.) or other department approvals prior to beginning the work.
<input checked="" type="checkbox"/>	I hereby certify that the information on this application is true and correct. I certify that the proposed work is authorized by the owner of record and I have been authorized to make this application as the property owner(s) authorized agent.
<input checked="" type="checkbox"/>	As required by the state Local Historic Districts Act, Act 169 of 1970 (MCL399.205), I hereby certify that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531

Signed by:
Chelsea Sturza
7C3637A696C340E

03/09/2026

SIGNATURE

DATE

NOTE: Based on the scope of work, additional documentation may be required. See www.detroitmi.gov/hdc for scope-specific requirements.

PROJECT DETAILS – TELL US ABOUT YOUR PROJECT

Instructions: Add project details using the text box in each section. If your details exceed the space provided, attach the details via the attachment icon for that section.

ePLANS PERMIT NUMBER: <small>(only applicable if you've already applied for permits through ePLANS)</small>	RES2024-03819
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GENERAL

1. DESCRIPTION OF EXISTING CONDITION

Please tell us about the current appearance and conditions of the areas you want to change. You may use a few sentences or attach a separate prepared document on the right. (For example, "existing roof on my garage is covered in gray asphalt shingles in poor condition.")

Currently all porch rails are missing aside from 1 post.

2. PHOTOGRAPHS

Help us understand your project. Please attach photographs of all areas where work is proposed.



3. DESCRIPTION OF PROJECT

In this box, tell us about what you want to do at the areas described above in box #1. (For example, "Install new asphalt shingle roofing at garage.")

The Detroit Land Bank would like to install a new, 36", welded metal, guardrail and stair rail mimicking the original design of a R-1 rail type with a round finial on top of each post. (Please reference Google Street View 2009 for original rail design)

4. DETAILED SCOPE OF WORK

In this box, please describe all steps necessary to complete the work described in box #3. (For example, "remove existing shingles, replace wood deck as necessary, replace wood eaves, install roof vents, replace rotted fascia boards, paint, clean worksite.")

The removal of 1 post is required. The new rails shall be secured to the existing concrete caps. I have attached 2 COAs for neighboring address (4291 & 4510 Cortland) with similar scope, and the 36" rails were approved.



5. BROCHURES/CUT SHEETS

Please provide information on the products or materials you are proposing to install. For example, a brochure on the brand and color of the shingles proposed.

ADDITIONAL DETAILS



4221



PLANNING & DEVELOPMENT DEPARTMENT
2 WOODWARD AVE SUITE 808, DETROIT, MI 48226

HISTORIC DISTRICT COMMISSION

CERTIFICATE OF APPROPRIATENESS

Application Number: HDC2025-00486

Effective Date: 08/19/25

Project Address: 4291 Cortland

Issued to: Detroit Land Bank Authority
500 Griswold
Detroit, MI 48226

Historic District: Russell Woods-Sullivan

Description of Work:

- Remove historic-age, decorative iron railing at front porch and dormer
- Install 36"-high decorative metal railing at front dormer and porch



With the Conditions that:

N/A

Pursuant to Section 5(10) of the Michigan Local Historic District Act, as amended, being MCL 399.205 (10) and Sections 21-2-57 and 21-2-73 of the 2019 Detroit City Code, and Detroit Historic District Commission ("DHDC") delegation of administrative authority via Resolutions 97-01, 97-02, 98-01, 20-03, 21-04, and/or 21-07, as applicable, the staff of the DHDC has reviewed the above referenced application and hereby issues a Certificate of Appropriateness ("COA") for the description of work, effective date above, as it meets the Secretary of the Interior's Standards for Rehabilitation and the district's Elements of Design

For the Commission:

Garrick Landsberg
Director of Staff, Historic District Commission

PSR: Jennifer 250819jr



Post this COA at the subject property until work is complete. It is important to note that approval by the DHDC does not waive the applicant's responsibility to comply with any other applicable ordinances or statutes.



HISTORIC DISTRICT COMMISSION APPLICATION FOR WORK APPROVAL

City of Detroit - Planning & Development Department
2 Woodward Avenue, Suite 808
Detroit, Michigan 48226

APPLICATION ID
HDC2025-00486

PROPERTY INFORMATION

ADDRESS(ES): 4291 Cortland
HISTORIC DISTRICT: Russell Woods-Sullivan

SCOPE OF WORK: (Check ALL that apply)

- | | | | | | |
|---|--|---------------------------------------|--|---|--------------------------------|
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| <input type="checkbox"/> Demolition | <input type="checkbox"/> Signage | <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Site Improvements (landscape, trees, fences, patios, etc.) | |

BRIEF PROJECT DESCRIPTION: Guardrail and Handrail installation at front porch and balcony

APPLICANT IDENTIFICATION

TYPE OF APPLICANT: Property Owner/Homeowner			
NAME: Tammy Daniels	COMPANY NAME: Detroit Land Bank Authority		
ADDRESS: 500 Griswold	CITY: Detroit	STATE: MI	ZIP: 48226
PHONE: +1 (313) 261-9978	EMAIL: rsaxon@detroitlandbank.org		

I AGREE TO AND AFFIRM THE FOLLOWING:

- I understand that the failure to upload all required documentation may result in extended review times for my project and/or a denied application.
- I understand that the review of this application by the Historic District Commission does not waive my responsibility to comply with any other applicable ordinances including obtaining appropriate permits (building, sign, etc.) or other department approvals prior to beginning the work.
- I hereby certify that I am the legal owner and/or occupant of the subject property and that the information on this application is true and correct.

<p>Signed by: Detroit Land Bank Authority</p> <p> <i>Tammy Daniels</i></p> <p>0A776BB9096340B...</p> <hr/> <p>SIGNATURE</p> <p>500 Griswold</p> <p>+1 (313) 261-9978</p>	<p>N/A</p> <p>07/21/2025</p> <hr/> <p>DATE</p> <p style="text-align: center;">Detroit MI 48226</p> <p style="text-align: center;">rsaxon@detroitlandbank.org</p>
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NOTE: Based on the scope of work, additional documentation may be required. See www.detroitmi.gov/hdc for scope-specific requirements.

PROJECT DETAILS – TELL US ABOUT YOUR PROJECT

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ePLANS PERMIT NUMBER:

(only applicable if you've already applied for permits through ePLANS)

N/A

GENERAL

1. DESCRIPTION OF EXISTING CONDITION

Please tell us about the current appearance and conditions of the areas you want to change. You may use a few sentences or attach a separate prepared document on the right. (For example, "existing roof on my garage is covered in gray asphalt shingles in poor condition.")

New handrails and guardrails were installed per 36" building code height requirement. We are concerned that installing rails at the original height will create a hazardous condition.

2. PHOTOGRAPHS

Help us understand your project. Please attach photographs of all areas where work is proposed.



3. DESCRIPTION OF PROJECT

In this box, tell us about what you want to do at the areas described above in box #1. (For example, "Install new asphalt shingle roofing at garage.")

Using public and donated funds, the building is being fully renovated. Upon completion, the property will be sold through the DLBA's Rehabbed and Ready program.

4. DETAILED SCOPE OF WORK

In this box, please describe all steps necessary to complete the work described in box #3. (For example, "remove existing shingles, replace wood deck as necessary, replace wood eaves, install roof vents, replace rotted fascia boards, paint, clean worksite.")

Renovations are in progress. We are asking for a variance to keep our railings as installed.

5. BROCHURES/CUT SHEETS

Please provide information on the products or materials you are proposing to install. For example, a brochure on the brand and color of the shingles proposed.

ADDITIONAL DETAILS

4291 Cortland



Designation Photograph 1998



January 15, 2020



Current Conditions



PLANNING & DEVELOPMENT DEPARTMENT
2 WOODWARD AVE SUITE 808, DETROIT, MI 48226

HISTORIC DISTRICT COMMISSION

CERTIFICATE OF APPROPRIATENESS

Application Number: HDC2025-00485

Effective Date: 08/19/25

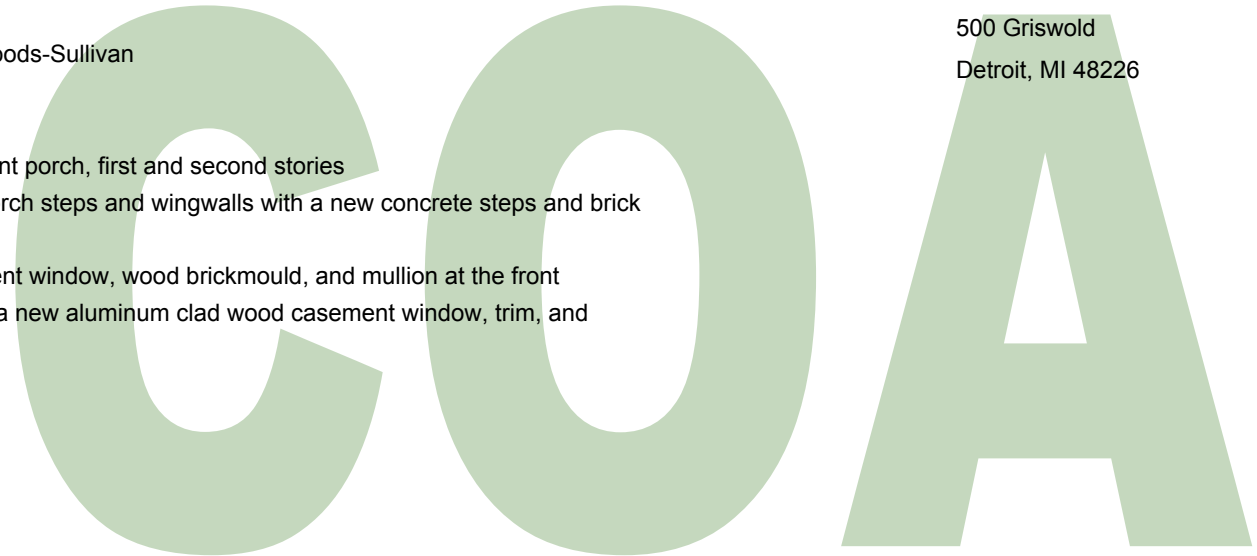
Project Address: 4510 Cortland

Issued to: Detroit Land Bank Authority
500 Griswold
Detroit, MI 48226

Historic District: Russell Woods-Sullivan

Description of Work:

- Install 36"-high metal railing at front porch, first and second stories
- Replace the original brick front porch steps and wingwalls with a new concrete steps and brick wingwalls
- Replace an historic wood casement window, wood brickmould, and mullion at the front façade's attic story gable end with a new aluminum clad wood casement window, trim, and mullion



With the Conditions that:

N/A

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APPLICATION ID
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PROPERTY INFORMATION

ADDRESS(ES): 4510 Cortland
HISTORIC DISTRICT: Russell Woods-Sullivan

SCOPE OF WORK: (Check ALL that apply)

- | | | | | | |
|--|---|--|---|---|--------------------------------|
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Doors | <input type="checkbox"/> Walls/
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Chimney | <input checked="" type="checkbox"/> Porch/Deck/Balcony | <input type="checkbox"/> Other |
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Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Site Improvements
(landscape, trees, fences,
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Signed by:	Detroit Land Bank Authority	N/A
		07/21/2025
SIGNATURE	DATE	
500 Griswold	Detroit	MI 48226
+1 (313) 261-9978	rsaxon@detroitlandbank.org	

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2. PHOTOGRAPHS

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3. DESCRIPTION OF PROJECT

In this box, tell us about what you want to do at the areas described above in box #1. (For example, "Install new asphalt shingle roofing at garage.")

Using public and donated funds, the exterior of the building was renovated to encourage the full renovation of the property. The property is for sale and the DLBA is actively working with a buyer.

4. DETAILED SCOPE OF WORK

In this box, please describe all steps necessary to complete the work described in box #3. (For example, "remove existing shingles, replace wood deck as necessary, replace wood eaves, install roof vents, replace rotted fascia boards, paint, clean worksite.")

Exterior renovation is completed. We are asking for a variance to keep our railings as installed.

5. BROCHURES/CUT SHEETS

Please provide information on the products or materials you are proposing to install. For example, a brochure on the brand and color of the shingles proposed.

ADDITIONAL DETAILS

4510 Cortland



Designation Photograph 1998



September 15, 2020



Current Condition