



# HISTORIC DISTRICT COMMISSION APPLICATION FOR WORK APPROVAL

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

**APPLICATION ID**

HDC2026-00225

**PROPERTY INFORMATION**

**ADDRESS(ES):** 4038, Fullerton

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**HISTORIC DISTRICT:** Russell Woods-Sullivan

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

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

**BRIEF PROJECT DESCRIPTION:**

Remove outdated vinyl window and replace it with amore efficient vinyl window. The window located on second level on the west side oh the house.

**APPLICANT IDENTIFICATION**

**TYPE OF APPLICANT:** Property Owner/Homeowner

<b>NAME:</b> Brenda Gardner	<b>COMPANY NAME:</b> N/A		
<b>ADDRESS:</b> 4038 Fullerton	<b>CITY:</b> Detroit	<b>STATE:</b> MI	<b>ZIP:</b> 48238
<b>PHONE:</b> *****	<b>EMAIL:</b> *****		

**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.
- 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: 40c4fa0d9f944a0... <b>SIGNATURE</b>	04/30/2026 <b>DATE</b>
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**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.**

## 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.**

<b>ePLANS PERMIT NUMBER:</b> <small>(only applicable if you've already applied for permits through ePLANS)</small>	N/A
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### GENERAL

<p><b>1. DESCRIPTION OF EXISTING CONDITION</b> <i>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.")</i></p> <p>Existing windows were installed in the early 60s are not effective nor efficient.</p> <div style="text-align: right; margin-top: 20px;"></div>	
<p><b>2. PHOTOGRAPHS</b> <i>Help us understand your project. Please attach photographs of all areas where work is proposed.</i></p>	
<p><b>3. DESCRIPTION OF PROJECT</b> <i>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.)</i></p> <p>I would like to install new vinyl window that matches the other existing windows on the west side of the house.</p> <div style="text-align: right; margin-top: 20px;"></div>	
<p><b>4. DETAILED SCOPE OF WORK</b> <i>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.")</i></p> <p>Remove the existing vinyl window and replace it with a new vinyl</p>	
<p><b>5. BROCHURES/CUT SHEETS</b> <i>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.</i></p>	

**ADDITIONAL DETAILS**

<p><b>6. WINDOWS/DOORS</b> <i>Detailed photographs of window(s) and/or door(s) proposed for replacement showing the condition of the interior and exterior of the window(s) and/or door(s)</i></p>	