

**GUIDELINES FOR AN APPLICANT SUBMITTING A BUILDING OR
DEMOLITION PERMIT RELATED TO A CLASS I, CLASS II OR
CLASS III HISTORIC RESOURCE FOR REVIEW BY THE
BIRMINGHAM TOWNSHIP HISTORICAL COMMISSION**

- Applicant should carefully review the Historic Preservation provisions found at Article VIIIA within the Township's Zoning Ordinance. These guidelines are intended to be helpful to the Applicant; however, the specific provisions of Article VIIIA, as may be amended from time to time, are to be reviewed and adhered to in this application process.
- Applicant should submit an application for a permit after careful review of Section 122-36.4 of Article VIIIA. Applicant is required to provide the following information as part of the application process (See Section 122-36.4.C):
 - 1) Owner of Record;
 - 2) Location upon the Cultural Resources Map and documentation regarding whether the historic resource is a Class I, Class II or Class III historic resource (Township Staff can assist Applicant with this documentation);
 - 3) Site plan show all building and structures;
 - 4) Recent photographs of the historic resource;
 - 5) Reasons for demolition, alteration or modification;
 - 6) Method of demolition, alteration or modification;
 - 7) Future uses of the site and of the materials recovered from the historic resource; and
 - 8) Names and addresses of all property owners within a 500 foot radius of the property line of the property on which the historic resource is located (Township Staff can advise as to how to easily gather that data).
- The Township Zoning Officer will review a submitted application and forward a properly completed application to the Historical Commission for consideration at their next regularly scheduled meeting date.
- Township Staff will notify the Applicant as to the next Historical Commission Meeting (Date and Time) when the application will be reviewed by the Historical Commission.
- The Applicant is required to do the following at least 7 days prior to the Historical Commission meeting:
 - Forward a Notice of the upcoming Historical Commission meeting to all property owners within a 500 foot radius of the property line of the subject property;

- Each Notice shall be sent by certified mail, return receipt requested;
 - Each Notice shall include the tax parcel number on which the historic resource is located, the name of the resource if one exists, and the scheduled meeting date and time when the Historic Commission will review and comment on the application.
- At the Historical Commission meeting, the Applicant should provide a list of the property owners who were sent the above referenced Notice.
 - At the Historical Commission meeting, the Applicant should be prepared to discuss certain criteria as set forth in Section 122-36.4.F. as follows:
 - 1) The effect of demolition, alteration or modification on the historical significance and architectural integrity of neighboring historic resources;
 - 2) The feasibility of adaptively reusing the resource proposed for demolition, alteration or modification;
 - 3) All practical alternatives to demolition, modification or alteration of the resource, including relocation of the structure or sale thereof or of the property on which the same is located;
 - 4) Any expert testimony, such as a certified engineering report regarding the structural stability of the resource, documenting threats to public safety;
 - 5) The archaeological potential of the site;
 - 6) Cogent public comment regarding the resource or surrounding historic resources which may be impacted by the proposed demolition, alteration or modification, including, without limitation, information in response to that submitted by the applicant;
 - 7) Economic feasibility of adaptive reuse of the resource proposed for demolition, alteration or modification;
 - 8) Whether the resource in its current condition presents an imminent threat to public safety;
 - 9) Whether the resource has been demolished by neglect or the owner thereof has otherwise created or contributed to the state of the resource and/or any financial hardship associated with the preservation, rehabilitation or retention thereof; and
 - 10) Whether the required retention of the resource would represent an unreasonable economic hardship and/or whether the historic resource can be so preserved, rehabilitated and/or retained, as applicable, so as to allow a reasonable rate of return from the operation of the resource and/or the property on which the same is located.

- Following the Historical Commission meeting, the Historical Commission shall provide a written recommendation to the Board of Supervisors pursuant to the time periods as set forth in Section 122-36.4.G. of the Zoning Ordinance.
- At least 10 days prior to the Board of Supervisors' meeting during which the Supervisors will consider the Historical Commission's recommendation and the permit application, the Applicant will be notified and have the right to present evidence in support of the application at such Board of Supervisors' meeting.
- The Applicant should be aware of additional requirements or documentation which may be required as part of the review process including, but not limited to, detailed documentation of the historic resource, a financial analysis, reimbursement of costs, landscaping and screening plans, and a historic resource impact study. See Section 122-36.6 through 36.8 of the Zoning Ordinance.

(4) Any expert testimony, such as a certified engineering report regarding the structural stability of the resource, documenting threats to public safety:

(5) The archaeological potential of the site:

(6) Cogent public comment regarding the resource or surrounding historic resources which may be impacted by the proposed demolition, alteration or modification, including, without limitation, information in response to that submitted by the applicant:

(7) Economic feasibility of adaptive reuse of the resource proposed for demolition, alteration or modification:

(8) Whether the resource in its current condition presents an imminent threat to public safety:

(9) Whether the resource has been demolished by neglect or the owner thereof has otherwise created or contributed to the state of the resource and/or any financial hardship associated with the preservation, rehabilitation or retention thereof:

(10) Whether the required retention of the resource would represent an unreasonable economic hardship and/or whether the historic resource can be so preserved, rehabilitated and/or retained, as applicable, so as to allow a reasonable rate of return from the operation of the resource and/or the property on which the same is located: