



CITY OF

Ypsilanti

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Historic District

HDC Fact Sheet

This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please contact the Historic District Assistant.

All permit applications are available from the Building Department and at cityofypsilanti.com/permits.

Completed applications may be dropped off at the Building Department.

City Hall

One South Huron
Ypsilanti, MI 48197

Building

3rd Floor, City Hall
Phone: (734) 482-1025
cityofypsilanti.com/157

Planning

4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/planning

Historic District

4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/hdc

All permits, fees, and factsheets can be found at cityofypsilanti.com/permits.

What is a Historic District?

A historic district is an area of a community with a high concentration of historically and architecturally significant structures worthy of preservation. Historic districts are created based on the age of properties, integrity of the structures, and their significance to history and the community.

What is the Historic District Commission?

The Historic District Commission (HDC) consists of seven citizens appointed by the Mayor with the concurrence of City Council. It is responsible for guiding development and construction within the Historic District so that it can continue to be an asset of Ypsilanti. The Commission works to preserve and enhance historic features by reviewing and acting upon all applications for building permits in the HDC. This includes, but is not limited to, *alteration, addition, repair, demolition, and moving, as well as fences, signs, or painting.*

The historic district ordinance and the U.S. Secretary of the Interior's Standards for Rehabilitation guide all Commission decisions. Copies of the ordinance and the Secretary's Standards are available at City Hall or online at www.cityofypsilanti.com/hdc.

How do I get approval?

Fill out an HDC Work Permit application, available on the City website or from the Building Department at City Hall. An application can be an Action Item or a Study Item. The Commission can only make a decision on an Action Item, for which there is an application fee. The Study Item option is particularly useful as you plan your project, as it can give you a sense of what's considered to be appropriate for your property. It doesn't commit you to a course of action, and it's free. This helps projects go more smoothly, and often can help you save valuable time and money.

Submit the application and required materials to the Building Department (3rd floor of City Hall) by the deadline, 4:00pm on the first and third Tuesday of the month; meetings are held every second and fourth Tuesday of the month at 7:00 pm in City Hall unless stated otherwise by the Commission.

HDC will review the application at a public meeting and approve, deny, or table it. To speed up the process and avoid being tabled, the applicant or someone familiar with the project, such as the contractor, should be at the meeting to answer any questions.

The applicant will be mailed the Commission's decision with a description of the work to be done and the basis for their decision, drawn from the Secretary for the Interior's Standards for the Rehabilitation of Historic Structures.

The Building Department is generally notified of the meeting results by noon the next day, so that applicants can pick up permits that may have been waiting for HDC approval before being issued. However, HDC approval does not guarantee other approvals.