



Façade Improvement Review Application For the Hamtramck Central Business District

OVERVIEW

The City of Hamtramck's zoning ordinance specifies that the Plan Commission shall review and approve changes to facades within the Central Business District. This does not apply to regular maintenance of front facades. To understand if your business is within the Central Business District zone, see the City's zoning map or contact the Community and Economic Development Department at 313-800-5233 ext. 818.

PROCESS

This application asks for clarity on the project's elevation drawings, floor plan drawings and plot plan drawings. Turn in completed application, along with supporting materials, to the Community and Economic Development Department. Upon receiving a complete application, staff will forward to the Plan Commission. A minimum \$500 escrow is required for the review; additional escrow may be required. Any unused funds will be returned to you.

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's E-mail Address: _____

Project Address: _____

SUBMISSION REQUIREMENTS

- Completed Façade Improvement Review application
- Check made out to the "City of Hamtramck" for escrow account
- Elevation drawings, floor plan drawings and plot plan drawings are required for the façade improvement review. See Sections A-D below for details.
- Attach photograph of existing project site conditions to application.

Section A. General Requirements for ALL drawings.

1. Name of development and title block;
2. A scale of not less than one inch equals 50 feet if the property is less than three acres, and one inch equals 100 feet if there are three acres or more
3. Date, north point, and scale (graphic and written);

4. Seal of registered architect, landscape architect, land surveyor, or civil engineer that prepared the plan. In cases of minor structural alterations where professional services are not required, additions of 300 square feet or less, or for changes in the use of existing buildings, the Building Code Official may waive this requirement;
5. Other reasonable and relevant information as may be required by the city to assist in the review of the proposed development.

Section B. Elevations

Elevations (front, sides and rear views) of all sides of the building(s) shall include:

1. All items in Section A;
2. Types of facing materials to be used on structures (colors and material specifications);
3. Design changes to windows and doors on the façade;
4. Exterior lighting locations, types of fixtures, and methods of shielding them from projecting onto adjoining properties;
5. Location and types of proposed signs for all buildings and uses on site.

Section C. Floor Plans

All floor plans shall include:

1. All items in Section A;
2. The specific use areas of all existing and proposed buildings on-site;
3. Exterior lighting locations, types of fixtures, and methods of shielding them from projecting onto adjoining properties.

Section D. Plot Plans

All plot plans shall include:

1. All items in Section A;
2. Location and height of all walls, fences and screen planting, including a plan for landscaping;
3. Property identification number(s) and the dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties;
4. Location of all existing and proposed structures, uses, number of stories, gross building area, setback lines, distances between structures, and location of loading areas on the subject property;
5. Location of all existing structures within 100 feet of the subject property lines.

For Office Use Only

Date of Submission: _____

Escrow Account #: _____