



VILLAGE OF ROMEO  
HISTORIC DISTRICT COMMISSION  
Application for Review of Permit

Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Property Address (if different) \_\_\_\_\_

Permit Requested (check all that apply)

\_\_\_\_\_ **New Construction** – building of a new structure where none currently exists or addition to existing structure

\_\_\_\_\_ **Alteration/Repair** – work to restore decayed/damaged portions of a structure and to Return to good or sound condition

\_\_\_\_\_ **Moving of Structure** – relocation of a structure from one piece of property to another

\_\_\_\_\_ **Demolition** – destruction of all or part of a structure

Description of proposed work:

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**The completed application shall be submitted to the clerk's office a minimum of 7 days prior to the meeting at which the request will be considered. All requirements listed on the next page must be completed in accordance with the Village of Romeo ordinance Chapter 18, Historic Preservation.**

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant (if different) \_\_\_\_\_

Relationship of Applicant to Owner \_\_\_\_\_

## SUBMISSION REQUIREMENTS

To be considered by the Romeo Historic District Commission, 8 copies of your plan drawn to scale, including the following items must be submitted to the Clerk's Office.

1. Current photograph of structure, including areas affected by this permit.
2. Plans drawn to scale and elevation for new or modified structure.
3. Details of exterior building materials to be used including types, kind and size of exterior wall material, and other significant architectural information.
4. For moving a structure, the address of new location and moving company.
5. For demolition requests, all requirements below **must** be completed.
  - a. Structural assessment report of the property, completed according to the Commission's template by a licensed structural engineer or architect.
  - b. Detailed description of what will happen to the site once demolition is completed.
  - c. For partial demolition, include elevation showing the building and surface treatments to newly exposed walls.
6. The Commission may consider research material, or other description information Provided.

FOR OFFICE USE ONLY

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Property is:                      Contributing \_\_\_\_\_                      Non-Contributing \_\_\_\_\_

Date of Review Meeting \_\_\_\_\_

HDC Stamp: