



32325 Franklin Road, Franklin, Michigan 48025

FAX: (248) 626-0538 | OFFICE: (248) 626-9666

[www.franklin.mi.us](http://www.franklin.mi.us)

**HISTORIC DISTRICT COMMISSION  
REGULAR MEETING**

**Wednesday, August 04, 2021, 7:00 P.M**

**The Village of Franklin Historic District Commission will assemble at  
Village Hall (Broughton House), 32325 Franklin Road, Franklin, MI 48025**

**AGENDA**

- I. Meeting Called to Order
- II. Roll Call
- III. Adoption of Agenda
- IV. Adoption of Minutes
  - A. Special Meeting of July 14, 2021
- V. Public Comments
- VI. New Business
  - A. Consider 32334 Franklin Road Fence/Gate Application
- VII. Discussion Items
  - A. Report on Historic Study Committee Progress.
- VIII. Adjournment

Posted: July 29, 2021

William Dinnan, Building Official/Historic District Commission Facilitator

**POSTED IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)**

The Village of Franklin will provide necessary, reasonable auxiliary aids and services to individuals with disabilities requiring such services. All requests must be made to the Village Clerk at least five (5) business days before a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the Village of Franklin in writing at 32325 Franklin Road, Franklin, MI 48025, or by calling the Village Clerk's Office at (248) 626-9666.

**VILLAGE OF FRANKLIN  
HISTORIC DISTRICT COMMISSION  
SPECIAL MEETING**

**WEDNESDAY, July 14, 2021, 7:02 P.M.**

**32325 Franklin Road. Franklin, Michigan 48025**

**The Historic District Commission did not assemble at a physical place; the meeting was held electronically via “Zoom.us ©”, in accordance with the Michigan Open Meetings act, as amended by 2020 PA 228**

**I. MEETING CALLED TO ORDER**

The Special Meeting of the Historic District Commission was called to order by Gary Roberts, Chairman, via Remote Zoom at 7:02 P.M.

**II. ROLL CALL**

Present: Gayle Timmis (Franklin), Mike Brassfield (Franklin), Jill Wilke (Franklin), Laura Witty (Franklin) and Gary Roberts (Franklin)

Absent: Alek Kokoszka and Alex Stchekine

Also Present: Bill Dinnan, Building Official and Historic District Commission Facilitator; Heather Mydloski, Village Clerk; Roger Fraser, Village Administrator; Pam Hansen, Village Council Liaison and Amanda Davis, Historic District Commission Facilitator.

Roberts noted the intention of this meeting was to comply with the Open Meetings Act.

**III. ADOPTION OF AGENDA**

Roberts proposed one (1) addition to the agenda. The addition would be, **VI. NEW BUSINESS, D. Concerns of the Icehouse located at 32731 Franklin Rd.**

**Motion by Timmis, seconded by Witty to adopt the agenda, as amended.**

**Ayes:** Timmis, Brassfield, Wilke, Witty and Roberts

**Nays:** None

**Absent:** Kokoszka and Stchekine

**Motion carried.**

**IV. ADOPTION OF THE MINUTES**

**A. Regular Meeting of May 5, 2021**

**Motion by Witty, seconded by Wilke to approve the minutes of the Regular Meeting of May 5, 2021, as received.**

**Ayes:** Timmis, Brassfield, Wilke, Witty and Roberts

**Nays:** None

**Absent:** Kokoszka and Stchekine

**Motion carried.**

## **V. PUBLIC COMMENTS**

No Public Comments

## **VI. UNFINISHED BUSINESS**

### **A. Tangerine Square - 32731 Franklin Rd., Ste. 100-color tab submission**

Roberts stated the Tangerine Square is the wine shop located at 32731 Franklin Rd., Ste. 100 which was tabled at the last meeting due to time restraints.

Roberts confirmed with Heather that there have been no other correspondences from the applicant. Heather confirmed no other correspondences have been received.

Roberts stated that the request be denied since the applicant never completed the application nor did the applicant come back to the Historic District Commission with the design and color based on what the applicant was going to do.

**Motion by Roberts, seconded by Wilke to deny the sign located at 32731 Franklin Rd., Ste. 100 with the understanding that the applicant can reapply at any time when the applicant is ready.**

**Ayes:** Timmis, Brassfield, Wilke, Witty and Roberts

**Nays:** None

**Absent:** Kokoszka and Stchekine

**Motion carried**

## **VII. NEW BUSINESS**

### **A. Consider 32751 Franklin Rd., Salon & Shoppe Sign Application**

Roberts stated the multi-tenant sign 32751 Franklin Rd., that had been known so well as the rotating sign actually looks like the Salon & Shoppe panel is fine and the color is correct based on the other individual signs that are currently there.

Roberts would like to have the spacing between the signs equal and to ask the applicant to restoring the sign and sign posts.

Timmis stated the sign should be painted white with the lettering be painted black.

Wilke agreed with Roberts suggestion on proper spacing and to have the sign sanded and painted.

Brassfield stated the application was not completed and the sign aesthetically needs to be cleaned up.

**Motion by Timmis, seconded by Wilke to approve the application for the sign at 32751 Franklin Road for the Salon & Shoppe as submitted with the recommendation that the tenant discuss with the applicant the possibility of improving the overall sign including the spacing between the slat signs and painting on the top.**

**Ayes:** Timmis, Brassfield, Wilke, Witty and Roberts

**Nays:** None

**Absent:** Kokoszka and Stchekine

**Motion carried**

**B. Consider 27281 Ovid Ct. Demolition Application**

Roberts stated there was detailed photography in the package. Roberts stated that this is a mid-60's ranch style home in the village. Roberts reminded the Historic District Commission that the commission is recommending the demolition and the Village Council will approve the demolition finding no intrinsic historical value to the property.

Timmis stated that when demolition occurs there should be an emphasis on inherence to the Village of Franklin Tree Preservation Ordinance.

Roberts stated as part of the demolition the applicant should protect any viable tree(s) in good condition.

**Motion by Witty, seconded by Wilke that the application of demolition at 27281 Ovid Ct. be recommended by the Historic District Commission to the Village Council to be approved with the recommendation that the applicant adhere to the Village of Franklin Tree Preservation Ordinance and to protect any viable tree(s) in good condition finding no intrinsic historical value.**

**Ayes:** Timmis, Brassfield, Wilke, Witty and Roberts

**Nays:** None

**Absent:** Kokoszka and Stchekine

**Motion carried**

**C. Consider 25800 Meadowdale Fence Application**

Roberts stated that the property has been before the Historical District Commission before for improvements to their property since it happens to be in the historical district.

Dinnan stated that the fencing would acts as a security for the pool as well meets the fence ordinance requirement.

**Motion by Timmis, seconded by Wilke to approve the application for a pool fence in the rear yard of 25800 Meadowdale as presented in accordance with the Secretary of Interior Standards.**

**Ayes:** Timmis, Brassfield, Wilke, Witty and Roberts

**Nays:** None

**Absent:** Kokoszka and Stchekine

**Motion carried**

**D. Concerns of the Icehouse located at 32731 Franklin Rd.**

Roberts stated the Historic Commission was prepared to take action on the Icehouse at a prior meeting but the gentlemen from the wine shop stated that the Historic District Commission did not have to do anything because he was going to step in and lease the building and fix up the Icehouse. The Historic District Commission decided to take no further action after his comments he made.

Roberts stated that the property owner is running the risk of demolition by neglect. Roberts stated he would like to see the Historic District Commission direct the building official to send a letter to the property owner that the Historic District Commission is very concern about the Icehouse structure and the whole notion of demotion by neglect and the owner take immediate action to secure the property.

Roberts stated that if the property owner did not do anything it would revert to a Village Council action which would have the village step in make the repairs and the repairs to the property owner's tax bill.

Roberts stated that no one wants to go down that path, but if the Historic District Commission at least find out where the path is there could be trouble later.

Dinnan spoke with Gorback the morning of July 14, 2021, at 10:30 A.M. who is the owner and when Gorback left he had a building permit application to repair the structure and also an application to demolish the Icehouse.

Dinnan informed Gorback that he needs to take some action, or the village will have to take action.

Dinnan informed Gorback has the responsibility to maintain the Icehouse and it has not been maintained and now the structure is in disrepair, but he still must make corrections.

Gorbak's comment to Dinnan was if he puts money into the Icehouse, he will not be able to make any money back out of it.

Dinnan said with his prospective as the building official his obligation is to see that the Icehouse either gets fixed or taken down. Dinnan told Gorback that there are processes for either way

Gorback will have to come back to the Historic District Commission for approval according to the ordinances.

Roberts stated that Historic District Commission cannot approve the demolition of the Icehouse which is a contributed attribute to the village and is a considered contributing structure that can't be demolished.

Dinnan stated the elements of westside the roof on the Icehouse has to be replaced because it has deteriorated and need to be replaced.

Roberts stated that the Historic District Commission could work with Gorback on possibly securing a CLG grant which then would allow for the village to park their historical fire truck on the site which is another avenue.

Davis stated that the Icehouse should not go into demolition by neglect, and it definitely does not need to be an Icehouse or anything even remotely close to an Icehouse. The structure just must retain the exterior appearance that the structure did over the significant time in its history, which it's a pretty rustic building so that should not be all that difficult.

Davis stated that the uses that have been discussed in the past would be fantastic. Davis stated she will be attending the GLC workshop and can report back the Historic District Commission at the August meeting on her findings for possible grant funding.

**Motion by Roberts, seconded by Witty to direct the building official to correspond in writing with the owner of the Icehouse located behind 32731 Franklin Rd. expressing the Historical District Commission concern about the possibility of demolishing by neglect and requesting the owner take immediate steps to secure the building and prevent any further degradation pursuant to the village ordinance 1230.07 which is the section that deals with by demolition by neglect.**

**Ayes:** Timmis, Brassfield, Wilke, Witty and Roberts

**Nays:** None

**Absent:** Kokoszka and Stchekine

**Motion carried**

## **VIII. Discussion Items**

### **A. Report on Historic Study Committee Progress.**

Davis stated the draft report has been updated and will be finalized. The draft report would be presenting it to HDC before presenting it to the Village Council for its review of all the properties. It would then be sent to SHPO for further review with possible changes and sending the draft report to various cities and other organizations.

Roberts stated a draft report will be presented to the Village Council for review only.

## **IX. ADJOURNAMENT**

Roberts stated the next meeting of August 04, 2021, would be in person at the Village Hall.

Motion by Roberts to adjourn the meeting.

The Meeting was adjourned at 7:47 P.M.

Submitted,

Connie Folk, Recording Secretary

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Heather Mydloski, Village Clerk



# FENCE APPLICATION

INSPECTIONS ..... 248-626-1601

PERMIT #

PF21-009  
F19-

DATE STAMP

32325 Franklin Rd • Franklin MI 48025-1199 • Phone (248) 626-9666 • Fax (248) 626-0538

NOTE: Some subdivisions have deed restrictions regarding fences. It is the applicant's responsibility to verify compliance.

The undersigned hereby applies for a permit to (describe project) For safety To install 6ft. wrought iron fence with electrical gate. Total length is 32ft. The gate will be opening sideways towards the house. The fence & gate will be installed 34-36ft. away from property line & sidewalk. The fence & gate will be less than 30% opacity. The gate 16ft & gate 16ft.

Current market value of project \$ 6,000

**SUBMIT CHECKLIST WITH APPLICATION**

<b>I. LOCATION OF PROJECT</b>		Historic District ? <input checked="" type="checkbox"/> yes    no		Zoning District	
Address: <u>32334 Franklin Rd.</u>					
City/Village: <u>Franklin</u>		Township: <u>Southfield</u>		County: <u>Oakland</u>	
Zip Code: <u>48025</u>					
Between <u>13 Mile Rd.</u>		And <u>14 Mile Rd.</u>			
<b>II. PARCEL IDENTIFICATION #</b> <u>TF-24-06-278-010</u>					
<b>A. OWNER OR LESSEE</b>					
Name: <u>Daniel &amp; Natalya Shub</u>				Telephone No: <u>248-320-1919</u>	
Address: <u>32334 Franklin Rd.</u>		City: <u>Franklin</u>		State: <u>MI</u>	
Zip Code: <u>48025</u>					
<b>B. ARCHITECT OR ENGINEER</b>					
Name:				Telephone No:	
Address:		City:		State:	
License No:		Expiration Date:		Zip Code:	
<b>C. CONTRACTOR</b>					
Name:				Telephone No:	
Address:		City:		State:	
License No:		Expiration Date:		Zip Code:	
Federal Employer Number or Reason for Exemption:					
Worker's Comp Insurance Carrier or Reason for Exemption:					
MESC Employer Number or Reason for Exemption:					

**Fence Material and Size Detail**

Type of Fence: Perimeter Feature: _____ Privacy _____ Electric Fence: _____ Other: <u>X</u>	
Height of Proposed Fence: <u>6'</u>	Material of Proposed Fence: <u>Wrought Iron</u>



**VI. APPLICANT INFORMATION:**

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name: Daniel & Natalya Shub Telephone No. 248-320-1919  
Address: 32334 Franklin Rd. City: Franklin State: MI ZIP: 48025  
Federal ID no. (if applicable)

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

Signature of Applicant

D & M Shub

Print Name

Daniel Shub  
Natalya Shub

Application Date

7/16/21**VII. FOR INTERNAL USE ONLY**

	REQUIRED	APP / REJ	DATE	BY
A ~ BUILDING PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
B ~ CULVERT PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
C ~ FENCE PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
D ~ FLOODPLAIN PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
E ~ LANDFILL PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
F ~ SOIL EROSION PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
G ~ TREE REMOVAL PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
H ~ WETLANDS PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
I ~ HISTORIC DISTRICT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
J ~ ZONING BOARD **	<input type="checkbox"/> Yes <input type="checkbox"/> No			

\*\* Zoning District

Required Setback

Front

/

Side

Back

Proposed Setback

Front

/

Side

Back

**VIII. VALIDATION****DATE STAMP**

Approved by:

(signature)

VILLAGE OF FRANKLIN BUILDING OFFICIAL

## FENCE CHECKLIST

- ☐ Completed Permit Application as provided by the Village of Franklin, including:
  - ☐ A full identification of the applicant and all interested parties ie: proof of ownership (title insurance), signatures and/or letter of authorization.
  - ☐ The residence address and/or business address of applicant, authorized corporation and/or all interested parties.
- ☐ Home Owner's Permit – signed and dated Home Owner's Affidavit on file
- ☐ Builder's Registration – builder's license and driver's license
- ☐ A non-refundable application fee, credited to the approved permit, shall accompany the permit application .....\$100
- ☐ Review fee .....\$100
- ☐ Permit fee .....estimated total cost of construction x .010  
\*permit fee includes one inspection and one re-inspection (if necessary) for each stage of construction. Any further re-inspections shall require a re-inspection fee of \$55 each.  
  
\*minimum permit fee .....\$100
- ☐ Copies of any legal restrictions, covenants and/or agreements with or controlling the parcel(s), including a written approval of any encumbrance holders.
- ☐ Verify if project is located in the Historic District
  - ☐ If located within the Historic District, submit application to the Historic District Commission for review
- ☐ A complete written description and location of the property, prepared by a licensed and registered architect.
- ☐ **Two (2)** copies of certified plot plan indicating:
  - ☐ Dimensions of all property lines
  - ☐ Dimensions of existing and proposed work
  - ☐ Setback dimensions of all yards
- ☐ **Two (2)** copies of drawings illustrating the dimensions, design and location of the proposed fence and listing the materials to be used
- ☐ Such further information as the Building Official or Council may require.

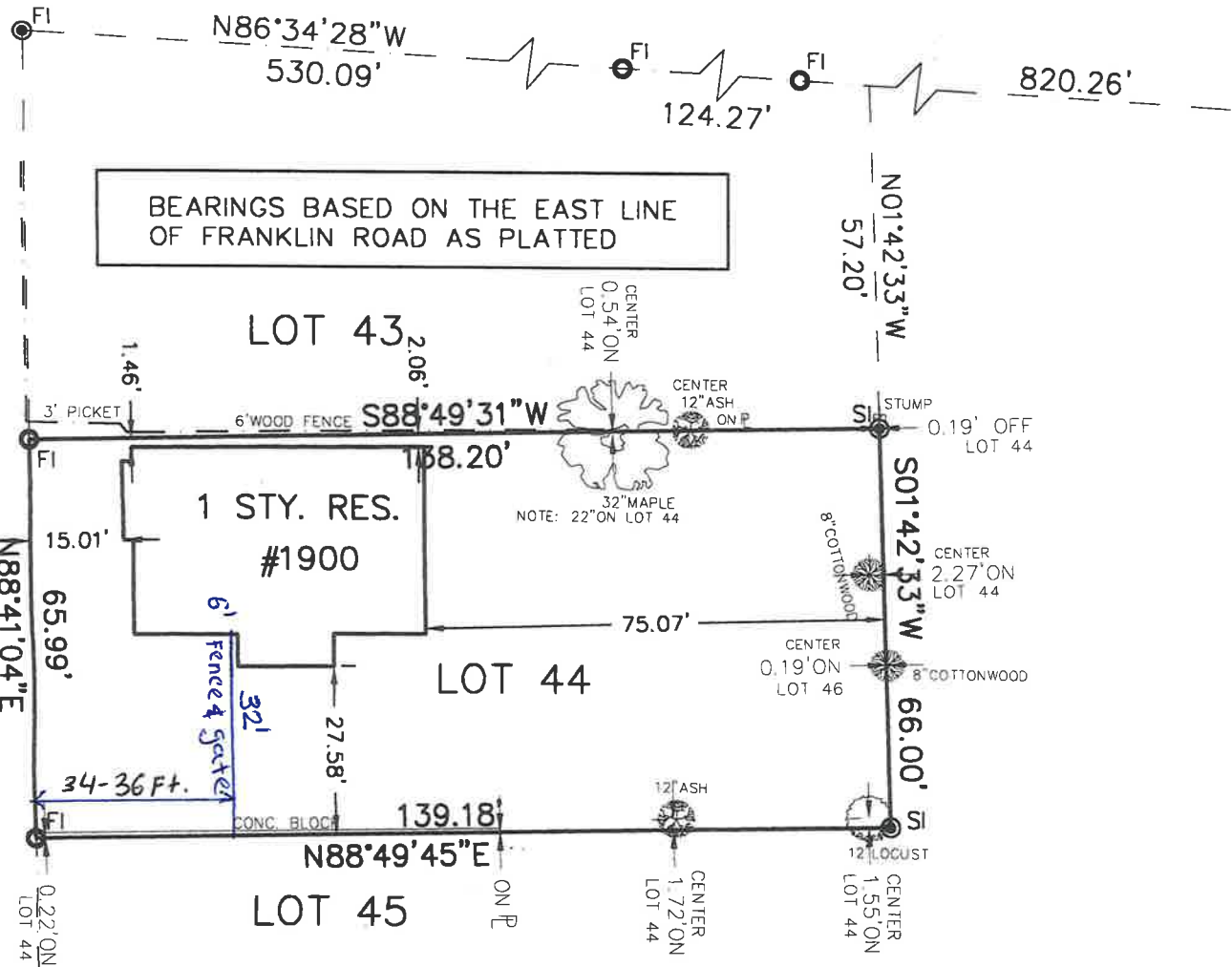
**The applicant shall be responsible for 100% of all consultant fees incurred by the Village PLUS a 10% administrative fee.**

CERTIFICATE OF SURVEY

GRAPHIC SCALE



( IN FEET )  
1 inch = 30 ft.



DESCRIPTION

LOT 44 OF "SUPERVISORS PLAT NO. 8" A SUBDIVISION OF PART OF THE N.E. 1/4 OF SECTION 6, AND PART OF N.W. 1/4 OF SECTION 5, T.1N., R.10E., SOUTHFIELD TOWNSHIP, OAKLAND COUNTY, MICHIGAN AS RECORDED IN LIBER 46 OF PLATS ON PAGE 25 OAKLAND COUNTY RECORDS.

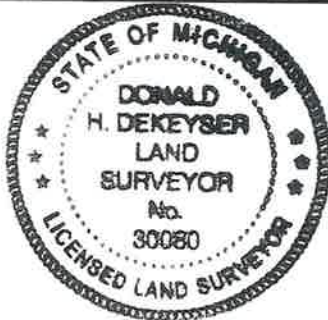
FOR: MATHIAS MEYER

I HEREBY CERTIFY that I have surveyed and mapped the above described land on the date stated below; that there are no encroachments except as shown; the error of closure is 1 in 5000 +, which is within the accuracy of survey as required in Act No. 288 of Public Acts of 1967.

This survey complies with the requirements of Sec. 3, Public Act 132 of 1970, as amended.

DEKEYSER SURVEYING

6038 NORTHRUP ST.  
WATERFORD, MICHIGAN 48329  
PHONE (248)623-1518 FAX (248)623-3078



JOB NO.:  
4460

SCALE:  
1"=30'

DATE:  
05/30/06

*Donald H. Dekeyser*  
DONALD H. DEKEYSER P.L.S. #30080



# HISTORIC DISTRICT APPLICATION

INSPECTIONS . . . . . (248) 626-1601

DATE STAMP

32325 Franklin Rd • Franklin MI 48025-1199 • Phone (248) 626-9666 • Fax (248) 626-0538

The Fence 16 Ft & Gate is 16 Ft. For safety To Install 6 Ft. Wrought IRON Fence with  
The undersigned hereby applies for a permit to (describe project)  
Electrical Gate. Total length is 32 Ft. The gate will be opening sideways  
towards the house. The Fence & gate will be Installed 34-36 Ft.  
away from property line & sidewalk. The Fence & Gate will be less than 30% opacity.  
Current market value of project \$ 6,000

**SUBMIT CHECKLIST WITH APPLICATION**

<b>I. LOCATION OF PROJECT</b>		Historic District ? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no		Zoning District	
Address: <u>32334 Franklin Rd.</u>					
Village: <u>FRANKLIN</u>		Township: <u>SOUTHFIELD</u>		County: <u>OAKLAND</u>	
Zip Code: <u>48025</u>					
Between <u>13 Mile Rd.</u>		And <u>14 Mile Rd.</u>			
<b>II. PARCEL IDENTIFICATION #</b> <u>TF-24-06-278-010</u>					
<b>A. OWNER OR LESSEE</b>					
Name: <u>Daniel &amp; Natalya Shub</u>				Telephone No: <u>248-320-1919</u>	
Address: <u>32334 Franklin Rd.</u>		City: <u>Franklin</u>		State: <u>MI</u> Zip Code: <u>48025</u>	
<b>B. ARCHITECT OR ENGINEER</b>					
Name:				Telephone No:	
Address:		City:		State:    Zip Code:	
License No:				Expiration Date:	
<b>C. CONTRACTOR</b>					
Name:				Telephone No:	
Address:		City:		State:    Zip Code:	
License No:				Expiration Date:	
Federal Employer Number or Reason for Exemption:					
Worker's Comp Insurance Carrier or Reason for Exemption:					
MESC Employer Number or Reason for Exemption:					
<b>III. TYPE OF IMPROVEMENT AND PLAN REVIEW</b>					
<b>A. TYPE OF IMPROVEMENT</b>					
<input type="checkbox"/> New Building <input type="checkbox"/> Addition / Remodel <input type="checkbox"/> Demolition <input type="checkbox"/> Property <input type="checkbox"/> Other					
<b>B. REVIEW(s) TO BE PERFORMED</b>					
<input type="checkbox"/> Building / Trades <input type="checkbox"/> Engineering <input type="checkbox"/> Arborist <input type="checkbox"/> Legal <input type="checkbox"/> Other					

**IV. PERMIT PROPOSAL****A. RESIDENTIAL BUILDING – show most recent use**☐ One Family ☐ Detached Condominium - number of units \_\_\_\_\_☐ Attached Garage ☐ Detached Garage ☐ Other (describe) \_\_\_\_\_**B. NON-RESIDENTIAL BUILDING – show most recent use**☐ Church, Religious☐ Public Utility☐ Restaurant☐ Service Station☐ School, Library, Educational☐ Grocery☐ Office, Bank, Professional☐ Store, Mercantile☐ Other (describe) \_\_\_\_\_**C. PROPERTY – Describe proposal in detail**

*For safety To install 6ft. wrought Iron fence with Electrical Gate. Total length is 32 Ft. The Gate will be opening sideways towards the house. The fence & gate will be installed 34-36ft. away from property line & sidewalk. The fence & gate will be less than 30% opacity. The Gate 16ft & fence 16ft. The Color- Black.*

**V. SELECTED CHARACTERISTICS FOR BUILDING PERMIT****A. PRINCIPAL TYPE OF FRAME**☐ Masonry, Wall Bearing☐ Wood Frame☐ Structured Steel☐ Reinforced Concrete☐ Other (describe) \_\_\_\_\_**B. PRINCIPAL TYPE OF HEATING FUEL**☐ Gas☐ Oil☐ Electricity☐ Coal☐ Other \_\_\_\_\_**C. TYPE OF SEWAGE DISPOSAL**☐ Pressure Sewer System☐ Septic System**D. TYPE OF WATER SUPPLY**☐ Public or Private Company☐ Private Well or Cistern**E. TYPE OF MECHANICAL**Will there be air conditioning? ☐ yes ☐ noWill there be an elevator? ☐ yes ☐ no**F. DIMENSIONS**

First Floor (sq ft) \_\_\_\_\_

Garage / Accessory (sq ft) \_\_\_\_\_

Second Floor (sq ft) \_\_\_\_\_

Total Building Area (sq ft) \_\_\_\_\_

Basement (sq ft) \_\_\_\_\_

Total Land Area (sq ft) \_\_\_\_\_

**G. NUMBER OF OFF-STREET PARKING SPACES**

Enclosed \_\_\_\_\_

Outdoors \_\_\_\_\_

**VI. APPLICANT INFORMATION:**

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name:	Daniel & Natalya Shub		Telephone No.	248-320-1919	
Address:	32334 Franklin Rd	City:	Franklin	State:	MI
				ZIP:	48025
Federal ID no. (if applicable)					

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who perform work on a residential building or a residential structure. Violators of Section

	Signature of Applicant	Application Date	7/16/21
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**VII. FOR INTERNAL USE ONLY**

	REQUIRED	APP / REJ	DATE	BY
A ~ BUILDING PERMIT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
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I ~ HISTORIC DISTRICT	<input type="checkbox"/> Yes <input type="checkbox"/> No			
J ~ ZONING BOARD **	<input type="checkbox"/> Yes <input type="checkbox"/> No			

\*\* Zoning District \_\_\_\_\_ Required Setback \_\_\_\_\_ Front \_\_\_\_\_ / \_\_\_\_\_ Side \_\_\_\_\_ Back \_\_\_\_\_  
Proposed Setback \_\_\_\_\_ Front \_\_\_\_\_ / \_\_\_\_\_ Side \_\_\_\_\_ Back \_\_\_\_\_

**VIII. VALIDATION****DATE STAMP**

Approved by:

(signature)

VILLAGE OF FRANKLIN BUILDING OFFICIAL

### HISTORIC DISTRICT CHECKLIST

#### **14 COPIES EACH OF THE FOLLOWING:**

- ☐ Completed Permit Application
  - ☐ Proof of ownership (ie: copy of title insurance policy)
  - ☐ Homeowner's Permit requires signed and dated Home Owner's Affidavit on file
  - ☐ Builder's Registration – copy builder's license and driver's license on file
- ☐ Copy of certified plot plan indicating:
  - ☐ Dimensions of all property lines – indicate any easements
  - ☐ Dimensions of existing and proposed work
  - ☐ Setback dimensions of all yards
  - ☐ Notation of any historic or natural resources on site
  - ☐ Location of well and septic system
- ☐ A descriptive text of the proposed work to be done
- ☐ Application complies with Zoning Ordinance requirements?
  - ☐ yes
  - ☐ no – complete Zoning Appeals Application for review
- ☐ Photographs of the existing conditions and/or structures being considered
- ☐ Provide detail drawings, moldings, profiles, color samples, materials (etc.) to be used
- ☐ Such further information as the Commission or Building Official may require

#### **PLEASE NOTE:**

- Applicant must be present at Historic District Commission meeting
- Permits must be obtained after Historic District Commission approval
- Applicant shall be responsible for 100% of all consultant fees incurred by the Village PLUS a 10% administration fee.







