



# MICHIGAN MAIN STREET

## DESIGN ASSISTANCE REQUEST FORM

**State Historic Preservation Office**  
Michigan State Housing Development Authority  
702 W. Kalamazoo Street  
P.O. Box 30740  
Lansing, MI 48909-8240

All requested information must be provided for the request to be considered complete.

### Applicant Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: (where any follow-up information should be sent)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Building Address: (the property the applicant is seeking design assistance)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is the applicant (check all that applies):  Property owner  Business owner  
 Local MMS Program  Other: \_\_\_\_\_

If the applicant is not the property owner, is the property owner agreeable to making improvements to the building and supportive of this design assistance request?  Yes  No

### Building Information

Building Name (historic and/or common name): \_\_\_\_\_

Business Name(s) (as it should appear on signage): \_\_\_\_\_

Historic use: \_\_\_\_\_

Current use: \_\_\_\_\_

Proposed use: \_\_\_\_\_

Date of construction: \_\_\_\_\_ Date(s) of significant alterations: \_\_\_\_\_

State Historic Preservation Office, PO Box 30740, Lansing, MI 48909-8240

T: 517.373.1630 F: 517.335.0348 E: preservation@michigan.gov

**Building Information (continued)**

Is the building listed on the National Register of Historic Places?  Yes  No

Is the building a contributing resource in a Local Historic District?  Yes  No

Please check the improvements made to the property in the past five (5) years:

- Roof Work
- Repointing/Masonry Work
- Painting (Exterior)
- Window Repair/Replacement
- Energy Efficiency
- Storefront Rehabilitation
- Sign Improvement
- Awning Treatment
- Interior Remodeling
- Other (please specify): \_\_\_\_\_
- Upper Floor Conversion
- Mechanical Work
- Electrical Work
- ADA Accessibility

**Scope of Work and Schedule**

Please check the improvements you are currently considering implementing within the next 24 months. If some aspects are a higher priority, indicate those with an asterisk (\*):

- Roof Work
- Repointing/Masonry Work
- Painting (Exterior)
- Window Repair/Replacement
- Energy Efficiency
- Storefront Rehabilitation
- Sign Improvement
- Awning Treatment
- Interior Remodeling
- Other (please specify): \_\_\_\_\_
- Upper Floor Conversion
- Mechanical Work
- Electrical Work
- ADA Accessibility

Estimated date to begin construction: (month) \_\_\_\_\_ (year) \_\_\_\_\_

**Budget**

- The total project budget is:  Less than \$2,000  \$2,000-\$10,000  
 \$10,000 - \$25,000  \$25,000 - \$50,000  More than \$50,000

What financial incentives does the applicant intend to apply for? (please check all that apply)

- Local façade grant/loan program (anticipated amount if known: \_\_\_\_\_)
- Local sign grant program (anticipated amount if known: \_\_\_\_\_)
- Federal historic tax credits ( 10% credit  20% credit)
- Other (please describe): \_\_\_\_\_

A financial institution official must verify that the amount indicated for the project budget shown above is available for this project (either through loans, savings account, etc)

Financial Institution: \_\_\_\_\_

Official Name: \_\_\_\_\_

Official Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Checklist of Attachments**

- Historic photograph(s) of building
- Current photograph(s) of building
- Copies/examples of business cards, promotional materials, letterhead, logos, color swatches, graphic designs, etc

**Signatures**

Michigan Main Street Design Services are only offered to property and business owners within communities participating in the Michigan Main Street program. Applicants receiving design services are required to share final project cost information and photographs of the completed project with the local Main Street program and the Michigan Main Street program. Does the applicant agree to this requirement?  Yes  No

Michigan Main Street Design Services are preservation-based recommendations that follow the Secretary of Interior’s Standards for Rehabilitation as developed by the National Park Service. Any drawings that may be provided to the applicant are intended for planning and design review purposes only and are not intended to be construction documents. Services of a registered architect (recommend 36-CFR-61 Federal Certified Historical Architect) are required by law when the extent and/or nature of construction work require a sealed set of drawings.

Applicant’s Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Main Street Manager’s Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Property Owner’s Signature (if different than applicant):

\_\_\_\_\_ Date: \_\_\_\_\_

**Please return this application and all attachments to your local Main Street manager.  
Thank you!**

This section to be completed by the local Main Street manager ONLY (in correlation with the MMS Design Specialist):	
Type of design assistance:	<input type="checkbox"/> Preservation & Design Consultation <input type="checkbox"/> Design Services <input type="checkbox"/> Historic Tax Credit Assistance
Requirements:	<input type="checkbox"/> Attended basic design/historic preservation training, Date: _____ <input type="checkbox"/> Application approved by the local design committee, Date: _____ <input type="checkbox"/> Other: _____