

# HISTORIC DISTRICT COMMISSION PROJECT REVIEW REQUEST

CITY OF DETROIT  
PLANNING & DEVELOPMENT DEPARTMENT  
2 WOODWARD AVENUE, ROOM 808, DETROIT, MI 48226

DATE: 12/15/20

## PROPERTY INFORMATION

ADDRESS: 19605 STRATFORD RD AKA: \_\_\_\_\_

HISTORIC DISTRICT: SHERWOOD FOREST

SCOPE OF WORK: (Check ALL that apply)  
 Windows/Doors     Roof/Gutters/Chimney     Porch/Deck     Landscape/Fence/Tree/Park     General Rehab  
 New Construction     Demolition     Addition     Other: \_\_\_\_\_

## APPLICANT IDENTIFICATION

Property Owner/Homeowner     Contractor     Tenant or Business Occupant     Architect/Engineer/Consultant

NAME: Jeanne Damer COMPANY NAME: Pella Windows & Doors

ADDRESS: 1940 OPDYKE CITY: AVENUE HILLS STATE: Mi ZIP: 48412

PHONE: (248) 222-5051 MOBILE: — EMAIL: damerj@pella.com

## PROJECT REVIEW REQUEST CHECKLIST

Please attach the following documentation to your request:

**\*PLEASE KEEP FILE SIZE OF ENTIRE SUBMISSION UNDER 30MB\***

**Completed Building Permit Application** (highlighted portions only)

**ePLANS Permit Number** (only applicable if you've already applied for permits through ePLANS)

**Photographs** of ALL sides of existing building or site

**Detailed photographs** of location of proposed work (photographs to show existing condition(s), design, color, & material)

**Description of existing conditions** (including materials and design)

**Description of project** (if replacing any existing material(s), include an explanation as to why replacement--rather than repair--of existing and/or construction of new is required)

**Detailed scope of work** (formatted as bulleted list)

**Brochure/cut sheets** for proposed replacement material(s) and/or product(s), as applicable

Upon receipt of this documentation, staff will review and inform you of the next steps toward obtaining your building permit from the Buildings, Safety Engineering and Environmental Department (BSEED) to perform the work.

**SUBMIT COMPLETED REQUESTS TO [HDC@DETROITMI.GOV](mailto:HDC@DETROITMI.GOV)**

### NOTE:

Based on the scope of work, additional documentation may be required.

See [www.detroitmi.gov/hdc](http://www.detroitmi.gov/hdc) for scope-specific requirements.