

# HISTORIC DISTRICT COMMISSION PROJECT REVIEW REQUEST

City of Detroit - Planning & Development Department  
2 Woodward Avenue, Suite 808  
Detroit, Michigan 48226

DATE: 11/08/2021

## PROPERTY INFORMATION

ADDRESS(ES): 1702-1716 SHEPHERD AKA: \_\_\_\_\_

PARCEL ID: 17000098 HISTORIC DISTRICT: WEST VILLAGE

- SCOPE OF WORK: (Check ALL that apply)
- Windows/Doors
  - Walls/Siding
  - Painting
  - Roof/Gutters/Chimney
  - Porch/Deck/Balcony
  - Addition
  - Demolition
  - Signage
  - New Building
  - Major Alteration (3+ scope items)
  - Site Improvements (landscape, trees, fences, patios, etc.)

BRIEF PROJECT DESCRIPTION: WINDOWS REPLACED, EXTERIOR REAR BRICK WALL POWER WASH, TUCK POINTING & SEALANT.

## APPLICANT IDENTIFICATION

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

NAME: CYNTHIA FARLEY COMPANY NAME: CDF SUPREME PROPERTIES LLC.

ADDRESS: 23890 EDINBURGH CITY: SOUTHFIELD STATE: MICH. ZIP: 48033

PHONE: \_\_\_\_\_ MOBILE: (248) 895-7049 EMAIL: FARLEYCYNTHIAS8@YAHOO.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)
- Current Photographs:** Including the front of the building & detailed photographs of the area(s) affected by the proposed work. All photographs must be labeled or captioned, e.g. "west wall", "second floor window," etc.
- 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

**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.

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 (BSEtED) to perform the work.

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

# P2 - BUILDING PERMIT APPLICATION

Date: 11/08/2021

## PROPERTY INFORMATION

Address: 1702-1716 SHEPHERD Floor: \_\_\_\_\_ Suite#: \_\_\_\_\_ Stories: 2  
AKA: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Parcel ID#(s): 17000098 Total Acres: \_\_\_\_\_ Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_  
Current Legal Use of Property: RESIDENTIAL Proposed Use: SAME  
Are there any existing buildings or structures on this parcel?  Yes  No

## PROJECT INFORMATION

**Permit Type:**  New  Alteration  Addition  Demolition  Correct Violations  
 Foundation Only  Change of Use  Temporary Use  Other: \_\_\_\_\_  
 Revision to Original Permit #: \_\_\_\_\_ (Original permit has been issued and is active)

**Description of Work** (Describe in detail proposed work and use of property, attach work list)

(SEE ATTACHED)

MBC use change  No MBC use change

**Included Improvements** (Check all applicable; these trade areas require separate permit applications)

HVAC/Mechanical  Electrical  Plumbing  Fire Sprinkler System  Fire Alarm

### Structure Type

New Building  Existing Structure  Tenant Space  Garage/Accessory Building

Other: \_\_\_\_\_ Size of Structure to be Demolished (LxWxH) \_\_\_\_\_ cubic ft.

Construction involves changes to the floor plan?  Yes  No

(e.g. interior demolition or construction to new walls)

Use Group: \_\_\_\_\_ Type of Construction (per current MI Bldg Code Table 601) \_\_\_\_\_

**Estimated Cost of Construction** \$ \_\_\_\_\_ By Contractor \$ \_\_\_\_\_ By Department

### Structure Use

Residential-Number of Units: 5  Office-Gross Floor Area \_\_\_\_\_  Industrial-Gross Floor Area \_\_\_\_\_

Commercial-Gross Floor Area: \_\_\_\_\_  Institutional-Gross Floor Area \_\_\_\_\_  Other-Gross Floor Area \_\_\_\_\_

Proposed No. of Employees: \_\_\_\_\_ List materials to be stored in the building: \_\_\_\_\_

**PLOT PLAN SHALL BE submitted on separate sheets and shall show all easements and measurements (must be correct and in detail). SHOW ALL streets abutting lot, indicate front of lot, show all buildings, existing and proposed distances to lot lines. (Building Permit Application Continues on Next Page)**

## For Building Department Use Only

Intake By: \_\_\_\_\_ Date: \_\_\_\_\_ Fees Due: \_\_\_\_\_ DngBld?  No

Permit Description: \_\_\_\_\_

**IDENTIFICATION** (All Fields Required)

**Property Owner/Homeowner**



Property Owner/Homeowner is Permit Applicant

Name: CYNTHIA FARLEY

Company Name: CDF SUPREME PROPERTIES LLC

Address: 23890 EDINBURGH

City: SOUTHFIELD State: MICH. Zip: 48033

Phone: N/A

Mobile: (248) 895-7049

Driver's License #: F-640-132-139-106

Email: FARLEY CYNTHIA 58@YAHOO.COM

**Contractor**



Contractor is Permit Applicant

Representative Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

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

City of Detroit License #: \_\_\_\_\_

**TENANT OR BUSINESS OCCUPANT**



Tenant is Permit Applicant

Name: N/A Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ARCHITECT/ENGINEER/CONSULTANT**



Architect/Engineer/Consultant is Permit Applicant

Name: N/A State Registration#: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

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

**HOMEOWNER AFFIDAVIT** (Only required for residential permits obtained by homeowner)

I hereby certify that I am the legal owner and occupant of the subject property and the work described on this permit application shall be completed by me. I am familiar with the applicable codes and requirements of the City of Detroit and take full responsibility for all code compliance, fees and inspections related to the installation/work herein described. I shall neither hire nor sub-contract to any other person, firm or corporation any portion of the work covered by this building permit.

Print Name: CYNTHIA FARLEY Signature: Cynthia Farley Date: 11/08/2002  
(Homeowner)

Subscribed and sworn to before me this 8<sup>th</sup> day of November 20 01 A.D. Oakland County, Michigan

Signature: [Signature] My Commission Expires: 7/11/2005  
(Notary Public) NOTARY PUBLIC, STATE OF MI  
COUNTY OF OAKLAND  
MY COMMISSION EXPIRES JUL 11, 2005

**PERMIT APPLICANT SIGNATURE**

I hereby certify that the information on this application is true and correct. I have reviewed all deed restrictions that may apply to this construction and am aware of my responsibility thereunder. I certify that the proposed work is authorized by the owner of the record and I have been authorized to make this application as the property owner(s) authorized agent. Further I agree to conform to all applicable laws and ordinances of jurisdiction. **I am aware that a permit will expire when no inspections are requested and conducted within 180 days of the date of issuance or the date of the previous inspection and that expired permits cannot be**

## SCOPE OF WORK

### Windows

#### Written Info./Narrative:

1. Description of existing conditions: Existing wooden windows were replaced with high efficiency vinyl windows. Project initiated in the summer of 2020 (15 windows replaced at that time). Remaining 35 windows were replaced in the summer of 2021.
2. Description of Project: Windows were replaced as a result of my tenants complaining and bringing to my attention many problems which included alignment, inability to open/close existing windows, rain water penetrating the perimeter and substantial wind drafts. A professional evaluation revealed that many of the existing windows were dry rotted and cracked. Because so many of the windows were defective, I made the costly but necessary decision to replace all of the windows in various phases in order to assure my tenants that I was attentive to, and was willing to permanently resolve the disclosed issues. As a result of the foregoing, new windows were installed to effectuate efficiency and the curb appeal was an added confirmation that I am invested in maintaining the property and the wonderful community for the residents.
3. Detailed Scope of Work for approval: Location – 1702-1716 Shipherd St. Total of fifty (50) windows replaced located on the 1<sup>st</sup> floor, 2<sup>nd</sup> floor, and front-side basements windows.

Note: The wooden frames of all windows were actually not removed. They are all in place and intact. Because most of the window frames were cracked and dry rotted, we simply covered them with a new trim for a more attractive appearance.

See attached for cost of window replacement.

