

FHHD Building Committee Standards & Procedures

Purpose

The Building Committee was formed in 1994 for educational and administrative purposes, to ensure consistency and compliance with the *Preservation Guidelines* and related bylaws of the District.

Mission

To review and approve proposals for improvements to homes within the District, including but not limited to the overall design, architectural compatibility and building materials (as outlined in the *Preservation Guidelines*) in order to preserve the integrity and appearance of the streetscape as envisioned by Henry Ford; and to assure, to the best of our ability, that the unique qualities and characteristics of the individual homes are retained for future generations.

Procedure

- 1) **Submit detailed plans/drawings.** All exterior work that requires a permit must first be submitted to the Building Committee. It is the responsibility of the homeowner to check with the City if they are unsure whether or not their project needs a permit. Three copies of the plans must be submitted, along with the mortgage survey and application for permit. Product brochures can sometimes be helpful, if available. The more information that is provided, the easier it will be for the Committee to understand and approve the project. More information will be requested if the proposal is vague or if the drawings are incomplete or inadequate. **It is not the intent of the Building Committee to stop or delay your project.**
- 2) **Committee will meet, if necessary.** Simple, straightforward proposals that comply with the *Preservation Guidelines* may not require a Building Committee meeting. However, every project is different. The need for a meeting will be decided on a case by case basis. If no meeting is needed, the plans will be stamped and returned within 3-7 business days. If a meeting is necessary, expect a 7-14 business day turnaround. If the Committee has questions, a second meeting with the homeowner present may be required. Some projects may take as long as 30 days to review. Please be aware that State law (Public Act 169) allows local historic districts a maximum of 60 days for review and approval of projects. **If your project is complex, please allow ample time for this review process.**
- 3) **Plans will be returned.** Once the plans have been stamped and notarized, they will be returned to the homeowner or the contractor. If the plans are approved in part, a notation will be made on the plans themselves or a letter will be attached indicating specifically the areas that have not been approved and why. The homeowner is encouraged to continue working with the Building Committee to resolve these differences. **Please note: Once stamped, the plans must not be changed. If changes are made, they must once again be re-submitted to the Building Committee for approval.**
- 4) **Appeal process.** On rare occasions, a project will be denied. Should the homeowner choose to appeal, they must contact the District President to schedule a meeting and present their appeal to the FHHD Board. The FHHD Board will either reverse or concur with the decision of the Building Committee. If the decision is not reversed, the homeowner may then appeal to the City of Dearborn Building and Safety Department.