Commission Review Fee: $250
Administrative Review Fee: $50

Historic District Permit Application

Location Information — Application Number_____-_____

Address 237 Butler Street Parcel Number 57-300-132-00

Applicants Information

Name_____ Address / PO Box _____

City_____ State_____ Zip_____ Phone_____

Interest In Project _____ E-Mail _____

Signature_____ Date 5/15/26

Owners Information (if different from applicants)

Name_____ Address / PO Box _____

City_____ State_____ Zip_____ Phone _____

E-Mail _____

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature_____ Date _____

Contractors/ Developers Information (unless proposed work is to be done by the property owner)

Name Schippers Construction Contact Name _____

Address / PO Box_____ City _____

State_____ Zip_____ Phone_____ Fax _____

E-Mail _____

License Number 2102201491 Expiration Date _____

Property Information

Depth _____ Width_____ Size _____ Zoning District_____ Current Use _____

Check all that apply: Waterfront_____ Dunes_____ Vacant _____

Project Description (attach more sheets if necessary)

_____

Historic District Application

Application #_____- _____

HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

Pursuant to Section 152.07, please attach the following supporting documents when applying for historic district approval if applicable:

Y	N	NA	
☒	☐	☐	Photographs of the structure and its relationship to adjacent structures.
☐	☐	☐	A plot plan with the placement of the proposed addition, or location of fencing to be constructed.
☐	☐	☐	Elevation drawings of the exterior of the structure or improvements.
☐	☐	☐	Samples of all proposed exterior finishes and materials.
☐	☐	☐	Photographs showing, in detail, the problem areas to be addressed during the proposed repair or alteration.
☐	☐	☐	A scale drawing of all proposed signage, including design, lettering style, type of illumination (if any), placement or location on the lot or building, and the type of support(s) for the sign(s).
☐	☐	☐	If an application for signage is made by tenants of a building located within a historic district, the tenants must obtain written permission from the building owner to install or alter the proposed sign(s).
☐	☐	☐	Plot plan showing the following:
☐	☐	☐	Current location, shape, area and dimension of the lot.
☐	☐	☐	Current site improvements (including structures, sidewalks, decks, streets, fences, etc).
☐	☐	☐	Proposed improvements and distances from other improvements or property lines.
☐	☐	☐	Proposed and/or current yard, open space and parking space dimensions and calculations.
☐	☐	☐	Location of any flood plains, watersheds, wetlands, easements, critical dunes, or other applicable features.
☐	☐	☐	Description of proposed use and of the building (dwelling, structure, barn, garage and the like) or improvements.
☐	☐	☐	Detailed written description of the activities related to the proposed use and/or improvements.

OFFICE USE ONLY:

Application Complete _____ Fee Paid____Date Paid _____

Notes: _____