

# CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT - PLANNING AND ZONING

## STEP BY STEP GUIDE

### Certificate of Appropriateness

#### Ready to Apply?

Applications for certificates of appropriateness are submitted online as a PZE process through [BS&A Online](#). See below for a step-by-step walkthrough of how to complete the online application. If extra help is needed, there are computer stations available at City Hall, Room 117, where online applications can be submitted and paper documents scanned in.

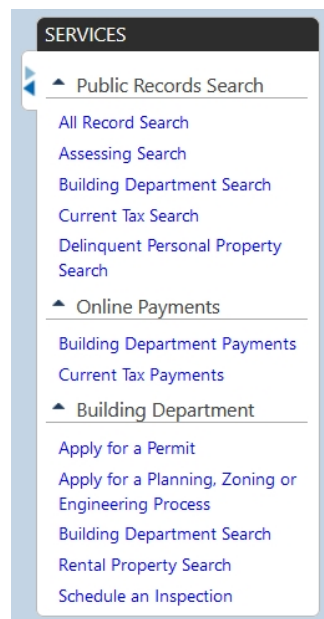
1. On the [Applications & Petitions](#) page of the City of Battle Creek's website, download and complete the Historic District Commission Application Packet.

#### **Historic District Commission Application & Historic District Secretary of Interior Standards**

A Local Historic District is a historically significant area that is protected by historic district ordinance under the authority of Michigan PA 169 of 1970. The City of Battle Creek has designated five (5) Local Historic Districts in order to preserve the architectural, historical, and/or cultural resources of the community. Any proposed modifications affecting the exterior appearance of buildings and property improvements within a historic district require submittal of an application for approval. Minor classes of work can be approved administratively, while larger projects require HDC approval which takes approximately 30 days.

- [Historic District Commission Application Packet](#)
- [Online Certificate of Appropriateness Application Step-by-Step Guide](#)
- [US Secretary of the Interior Standards & Guidelines for Rehabilitation](#)
- [Historic District Commission Meeting Dates & Deadlines](#)
- [Historic District Commission Member List](#)

2. In the left-hand side bar of [BS&A Online](#), select the "Apply for a Planning, Zoning, or Engineering Process" link.



3. If you already have a BS&A Online account, enter your username and password to sign in. If you do not, click on the link below the "Create a New Account" header. Follow the lettered instructions to create an account.

### I Have an Account

If you have previously created an account through BS&A Online (or through our previous portal, Internet Services), please enter your user name and password.  
**Please note that passwords are case-sensitive.**

☆ User Name:

☆ Password:  ☐ Show Password

☐ Keep me signed in.  
(Clear this check box if you're on a shared computer.)

#### Sign In Help

Forgot your User Name/Password? [Click here for help.](#)

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

### Create a New Account

**Yes, I would like to create a new BS&A Online account.** [Click Here to create an account.](#)

- a. Create a username and password. Enter an e-mail address that is checked regularly. Click the checkbox agreeing to the terms of use. Click the checkbox next to the statement "I'm not a robot".
  - b. Click the "Create Account" button at the bottom of the page.
  - c. Check the e-mail that was entered for an email with a link to be clicked. Click this link.
  - d. Click the "Activate Account" button.
4. Type in the number and street address of the project into the "Search For:" field. Click the "Search" button.

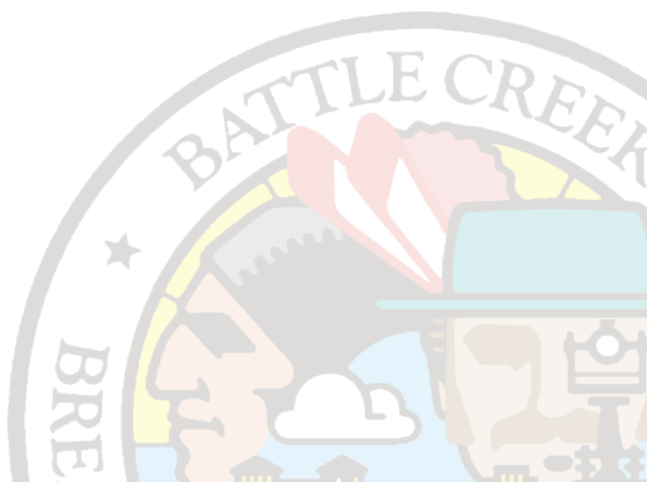
#### Step 1: Select a Property

☐ Property Search

Search By:

Search For:

5. Select the correct address from the list that appears. Click "Next".



### Step 1: Select a Property

[Click here if you are a contractor/design professional](#)

☐ Property Search

Search By:

Search For:

Owner Name	Address	Parcel Number
REEVES, LESTER R	14 FONDA AVE, BATTLE CREEK, MI 490144210	9030-00-017-0

Displaying items 1 - 1 of 1

- Under “Select the application for which you wish to apply:”, select “Certificate of Appropriateness” from the drop-down list.

★ Select the application for which you wish to apply:

- In the box below “Please describe the work to be done in detail”, provide a brief description of the proposed work to be done. Click “Next”.

★ Please describe the work to be done in detail:

- Fill out the contact information of the property owner or authorized agent for the owner in the top section of the page. If the owner is the same as the applicant, click the box at the bottom that says “I certify that I am the owner or authorized agent of the property listed above”.

★ Name:

★ Phone Number:


★ Email Address:

Used to send updates regarding the status of your application.

★ Confirm Email:

☐ I certify that I am the owner or authorized agent of the property listed above.

- If the owner is different from the applicant, fill out the owner’s information in the section below. Any additional names associated with the project can be added at the bottom of the page. Click “Next”.

Full Name/Company:  

Email:

**Address Information**

Address:

Address 2:

City:

State:  Zip Code:

**Contact Information**

Phone Number:  Extension:

Fax Number:

Mobile Number:






Other Number:

10. There are no associated fees for applying for a Certificate of Appropriateness. Click “Next”.

#### Selected Fees

Fee Description	Fee	Quantity	
No fee items found.			
No additional fees found.			
<b>Total Estimated Fees:</b>		<b>\$0.00</b>	

11. Attach the required historic district commission application, owner authorization, site plan, property photographs, and project drawings. If any manufacturer documents/specs are available, please upload those using the “Add Additional Document” button. Click “Next”.

Document Title	Status	Description	File Name		
Historic Distric Commission Application	REQUIRED				<input type="button" value="Attach File"/>
Owner Authorization	REQUIRED				<input type="button" value="Attach File"/>
Site Plan	REQUIRED				<input type="button" value="Attach File"/>
Property Photographs	REQUIRED				<input type="button" value="Attach File"/>
Project Drawings	REQUIRED				<input type="button" value="Attach File"/>

12. Review the information on the next page. Click the checkboxes stating that the disclaimers have been read and type your name in the field after “Accepted by:”. Click “Submit”.

