

Additional information regarding Certificates of Appropriateness:

When is a Certificate of Appropriateness Needed?

All owners of designated historic properties or landmarks are required to obtain a Certificate of Appropriateness prior to making any exterior changes to their property. These changes may include construction, reconstruction, addition, alteration or demolition of historic buildings and structures. Certificates of Appropriateness are issued by the City's Landmarks Commission.

Landmarks Commission

The Landmarks Commission exists to promote preservation, protection, perpetuation and use of sites, buildings, districts, and other landmarks having a special historical, educational, community or aesthetic interest. The Landmarks Commission meets the second Monday of every month at 7:00 p.m. at City Hall. Completed applications for Certificates of Appropriateness must be received by the Building Department at least fifteen (15) days prior to the scheduled Commission meeting in order to be placed on the agenda.

Notification of Meetings

Upon submission of application, written notice of Commission meetings are sent to the owner of the property and to the building permit applicant (if different from the owner), giving the time, date, place and subject of the meeting, fifteen (15) days prior to the hearing. In addition, a sign indicating the proposed action and the time, date and place of the hearing must be posted by the owner or applicant on the property being considered at least seven (7) days prior to the hearing. This sign is provided by the Building Department and must be prominently displayed and easily readable from the street.

Standards and Guidelines

The Landmarks Commission follows the procedures outlined in the North Olmsted Codified Ordinances Chapter 165, which includes the US Department of Interior Inspection Standards for Rehabilitation.

Certificate of Appropriateness

When the Landmarks Commission approves a proposal, a Certificate of Appropriateness will be issued. This Certificate is not a permit for work. The Certificate and drawings must be submitted to the Building Department in order to obtain the proper permits and fees for building, alteration, demolition, etc.

Minor Change

Where a proposal is limited in scope and in scale in the opinion of the Building Official or is of sufficient urgency to be considered for expedited review, the Landmarks Commission chair may approve minor changes for the following types of projects: installation of driveways, sidewalks, walkways or other similar land surface improvements, so long as the original configurations are not changed; patios and decks located in the rear yard which do not involve any changes to the landmark structure itself, or to the main building on property located in a landmark district; roofs, so long as the texture, color, and the existing architectural style of the roof is not changed as a result; or fences not located in the required front setback.

Where to Send Completed Applications

City of North Olmsted
Building Department
5200 Dover Center Road
North Olmsted, Ohio 44070