



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

① Contact Info

	<u>Property Owner</u>	<u>Applicant (if different)</u>
Name:	_____	_____
Company:	_____	_____
Address:	_____	_____
City/State/Zip:	_____	_____
Phone No.:	_____	_____
Email:	_____	_____

② Property Info

Property Address _____ PPN _____

Project Type:

New Construction Main Building Alteration or Addition Accessory Structure Demolition

Proposal consists of (check all that apply):

Roof Gutters, Fascia, Soffit or Trim Windows/Doors Siding/Ext Finish Garage or Shed Fence

Deck Porch or Stairs Driveway Other _____

Brief Description: _____

③ Procedures

Application review will be carried out according to the process described in Section 165.10 REVIEW PROCESS FOR CERTIFICATES OF APPROPRIATENESS.

- A. **Application Submittal.** The applicant shall submit this completed application, \$15 fee (cash, checks payable to City of North Olmsted or credit card) and eleven (11) sets of all exhibits at least two (2) weeks prior to the Landmarks Commission meeting at which the request will be considered. All submissions shall be made in hard copy to the Division of Building. Plans shall be collated, folded and easily legible but no larger than 24" x 36".
- B. **Additional Attachments.** To fully describe the proposed project, submit all of the following that apply: color photos of each side of the building or area to be altered; a dimensioned site plan showing property lines, existing structures and proposed structures; material samples and/or manufacturer's information that describe the specific materials to be used.
- C. **Staff Review.** The Planning and Development Director shall determine the completeness of the application and may require the applicant to submit revised or additional information based on the nature of the change proposed. The Director may refer eligible activities for approval via minor change in accordance with Section 165.13.
- D. **Decision or Referral.** Following staff review, complete submittals will be docketed for the next available Landmarks Commission meeting, which are held the second Mondays of each month.

④ Acknowledgement

By signing this application, the property owner acknowledges the City's procedures and submittal requirements. Further, the owner grants permission to the City of North Olmsted, including board and commission members, to view the premises and consent to their entry onto the property for the purpose of observing site conditions related to review of the project.

_____	_____	_____	_____
Property Owner Signature (required)	Date	Applicant Signature (required)	Date

App No: _____ Year: _____ Date paid: _____ Total paid: _____

OHI Form: _____ MC: _____



LANDMARKS COMMISSION RESIDENT GUIDE

What is the Landmarks Commission?

The North Olmsted Landmarks Commission is a nine-member group of community members including preservation-related professionals with the responsibility and authority to make decisions associated with the preservation, protection and use of sites, buildings, districts and other objects with a special historical, educational, community or aesthetic interest.

How do I know if I need a Certificate of Appropriateness?

A Certificate of Appropriateness (COA) is required for improvement projects located in the Butternut Ridge Historic District or for projects impacting a designated landmark. Any project related to construction or reconstruction, addition, exterior alteration (including paint) or demolition of any qualifying structure must have a COA prior to work being done or the issuance of building permits.

What projects do not require a Certificate of Appropriateness?

Some types of work can be done without obtaining a COA. These include permitted accessory uses and structures as defined in Section 1135.02 of the Zoning Code that are located in the rear yard of residential property and are not visible from the right-of-way; satellite dishes with diameters less than thirty-nine inches (unless on a designated landmark); and repair, maintenance, or identical material replacement of a component of any building or other structure.

What is the process for obtaining a Certificate of Appropriateness?

The property owner initiates the process to obtain a COA by filing an application with the Division of Building. Once staff has determined that an application is complete, the project will be placed on the next available Landmarks Commission agenda. Typically, the Commission meets the second Monday of each month. Notice is provided to the owner and applicant stating the date, time and place of the meeting. Additionally, a sign containing the project and meeting details is provided by the City and must be posted on the structure by the owner no less than five days prior to the meeting.

At the meeting, city staff advises the commission and introduces cases. The owner or project representative (design professional, contractor, etc.) should be prepared to fully describe the details of the project and answer questions of the Commission. At the meeting, members of the public are also permitted to provide comments or ask questions. If a project is found to be appropriate, the Commission will vote to approve the COA. Once a project is approved, a copy of the Certificate of Appropriateness will be mailed to the owner within five days. A copy will also be given to the Division of Building to confirm that building permits can be issued once all Building requirements are met.

Which projects may qualify for minor change approval?

Some types of work can be administratively approved if the project is minor in nature. Permitted accessory uses and structures as identified in Section 1135.02 of the Zoning Code located in the rear yard of residential property that are visible from the right-of-way and roofs, as long as the texture, color and existing architectural style are not changed as a result may qualify for minor change approval.

Where can I find more information?

Information regarding the Landmarks Commission and procedures for Certificates of Appropriateness are available on the city's website at North-Olmsted.com. See the Landmarks Commission webpage and Chapter 165 (Landmarks Commission) of the Codified Ordinances. You can also contact the Planning and Development Department at (440) 716-4134 to speak to a staff member.