



**LANDMARKS COMMISSION
CERTIFICATE OF APPROPRIATENESS APPLICATION**

1. **Address of property** _____

2. **Parcel number(s)** _____

3. **Property owner:** Name _____

Address _____

City/St/Zip _____

Phone/Email _____

4. **Project type:**

Alteration

Addition

Demolition

Reconstruction

Construction

5. **Project consists of:**

Building:

Roofing

Gutters

Windows

Doors

Siding/Exterior Finish

Soffit

Exterior Color

Decorative Trim

Fascia

Site:

Deck

Porch

Driveway

Sidewalk

Garage

Fencing

Landscaping

Other:

6. **Additional Attachments (provide 11 copies of supporting documents, as needed)**

- **Application fee:** \$15 (cash, check or credit card)
- **Color photos:** include photos of each side of building and/or site to be altered and close ups of specific area to be changed.
- **Site plan and/or drawings:** required for new construction, additions, demolitions, fencing and landscaping; plan must show all property lines, existing structures and/or landscaping in question, and their relationship to adjacent structures.
- **Material samples and/or manufacturer's brochures:** describe the materials to be used (i.e., paint chips, brochures on doors, windows, etc.).

7. **Owner/Applicant Signature**

I certify that I have read the instructions to this application and that the information I have included, and any accompanying documentation, is complete and accurate to the best of my knowledge. I further certify that I, the applicant, have been authorized by the owner to commit to changes proposed by the Commission.

Signature of Owner/Applicant

Date

CERTIFICATE OF APPROPRIATENESS ADDITIONAL INFORMATION

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
Division of Building
5200 Dover Center Road
North Olmsted, Ohio 44070