



CITY OF NORTH OLMSTED LANDMARKS COMMISSION

HISTORIC RECOGNITION PROGRAM INFORMATION

What is the Historic Recognition Program?

The Historic Recognition Program was established by the City of North Olmsted Landmarks Commission to recognize buildings of historic value to the community. To be considered, the building must meet at least two of the following criteria: (1) the building is at least 70 years old, (2) the historic integrity of the exterior architectural form, materials, and features of the building have been maintained, and (3) the building is of significant historic significance. Property owners may apply to the Commission to request that their qualifying buildings be awarded a Historic Recognition plaque.

The Historic Recognition Program and plaque does not constitute nor qualify the building for official designation as a Landmark pursuant to North Olmsted Codified Section 165.05. Property owners interested in Landmark designation are encouraged to inquire about the separate codified procedures.

How do I apply for historic recognition?

Prior to submission of the application and required materials, the applicant is welcomed and encouraged to contact the Landmarks Commission for preliminary discussion and review of the building in question. The Landmarks Commission can offer comments and provide a list of resources to the applicant.

Applicants must fill out the Historic Recognition Program Application and submit the application with additional required documentation to the North Olmsted Planning Department. Documentation provided with the application shall be retained by the Landmarks Commission.

Upon submission of an application, the Landmarks Commission will review the request at a regular meeting. The application may be approved, disapproved, or the Commission may request more information. When an application is approved, the Landmarks Commission will set a date for an official recognition and presentation of the plaque at a regular meeting.

Award conditions

The plaque remains the property of the City of North Olmsted and can be removed for just reason. The plaque must be displayed so that it is visible from the public right-of-way. The location must be approved by the Landmarks Commission. The applicant is responsible for maintenance and may make no changes to the plaque.

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 Old Town Hall. Completed applications for historic recognition must be received by the Planning Department at least seven (7) days prior to the scheduled Commission meeting in order to be placed on the agenda.

Where to send completed applications

City of North Olmsted Landmarks Commission
c/o Planning Department
5200 Dover Center Road
North Olmsted, Ohio 44070



**CITY OF NORTH OLMSTED
LANDMARKS COMMISSION**

HISTORIC RECOGNITION PROGRAM APPLICATION

1. **Address of building** _____
2. **Permanent Parcel Number** _____
3. **Property owner:** Name _____
Address _____
City/St/Zip _____
Phone/Fax _____
4. **Year of building construction** _____

Attach:

- Verification of age of building:** tax records, etc.
- List of previous owners:** include all owners from earliest to most recent.
- Other evidence of age**

5. **Historic significance and/or historic integrity**

Attach:

- Applicant statement:** describe historic significance and/or historic integrity of the building.
- Color photos:** include photos of each side of the building.
- Other recognitions or awards:** Ohio Historic Inventory, National Register, etc.
- Other evidence of historic significance/integrity**

6. **Other information**

Attach:

- Applicant statement:** Why do you think this building should be awarded a historic recognition plaque? Include historical or family stories, legends, personal anecdotes related to the building, etc.
- Any other relevant records, documents or information**

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.

Signature of Owner/Applicant

Date