



CITY of NORTH OLMSTED

Mayor Kevin M. Kennedy

A 5200 Dover Center Road | North Olmsted, Ohio 44070 P 440-777-8000 F 440-777-5889

LANDMARKS COMMISSION
CERTIFICATE OF APPROPRIATENESS APPLICATION

1. Address of property \_\_\_\_\_

2. Parcel number(s) \_\_\_\_\_

3. Property owner: Name \_\_\_\_\_
Address \_\_\_\_\_
City/St/Zip \_\_\_\_\_
Phone/Fax \_\_\_\_\_

4. Project type:
[ ] Alteration [ ] Addition [ ] Demolition [ ] Reconstruction [ ] Construction

5. Project consists of:

Building

- [ ] Roofing [ ] Siding/Exterior Finish
[ ] Gutters [ ] Soffit
[ ] Windows [ ] Exterior Color
[ ] Doors [ ] Decorative Trim
[ ] Fascia

Other

- [ ] Deck [ ] Garage
[ ] Porch [ ] Fencing
[ ] Driveway [ ] Landscaping
[ ] Sidewalk [ ] Other: \_\_\_\_\_

6. Additional Attachments (as needed)

- [ ] Application fee of \$10 (required)
[ ] 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

## **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.

### **Where to Send Completed Applications**

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