

City of Wilmington, Ohio  
An Ohio Main Street Community



**Application  
For**

**Certificate of  
Appropriateness**

**Exterior Changes  
and Signage**

# *Applying for a Certificate of Appropriateness*

## Why do I need a Certificate of Appropriateness?

Historic preservation of exterior architecture adds value to buildings and businesses by creating a destination, a sense of place, for shoppers. Even large developers are now trying to recreate that “quaint” or historic atmosphere in their new shopping malls. Design review and the issuance of Certificates of Appropriateness for design changes on the exterior of buildings helps to preserve the valuable architectural and design heritage of downtown Wilmington. Building owners and business owners are important partners in that process.

For over twenty years, the City of Wilmington and its downtown businesses have partnered in creating a unique environment in which to do business—the Wilmington Commercial Historic District (H-1 Zone). The character of the Wilmington Commercial Historic District is maintained through public and private investment and public legislation. Without design review, the City would not be able to provide matching grant funds (when available) for building improvements. Without design review, valuable architectural features of downtown buildings would be lost.

## When should I apply for a Certificate of Appropriateness?

Before any changes are made to the **exterior of buildings, signage, or landscaping in the H-1 Zone** (the Wilmington Commercial Historic District). Building owners and lessees must obtain a Certificate of Appropriateness for any exterior change. Change is defined as “any demolition, construction, reconstruction, or restoration of the exterior; placement of new landscaping; erection of new signs: as well as any material alteration in the landscaping; signage, exterior color or external architectural features of any property within the district.”

SPRING STREET

MULBERRY STREET

SOUTH STREET

WALNUT STREET

N. LINCOLN STREET

SUGARTREE STREET

MAIN STREET

LOCUST STREET 25.836 ACRES

COLUMBUS STREET

COUNTY COURT HOUSE

CITY  
HALL

CITY  
HALL

ALLEY

ALLEY

ALLEY

ALLEY

ALLEY



CITY OF WILMINGTON  
HISTORIC DISTRICT  
DOWNTOWN

H-1 Zone

LO

## Exterior Changes

If you are planning to make any exterior change to your building or property in the H-1 Zone, you should complete an Application for a Certificate of Appropriateness prior to making any changes. It is advisable to consult with the Clerk of the Design Review Board or Code Enforcement official to discuss your project and find out what rules apply to your design or building change.

**Exterior changes need to be consistent with the *Codified Ordinances of the City of Wilmington* and the U.S. Secretary of the Interior's *Standards for Rehabilitation*.**

Exterior changes in the H-1 zone will require a Certificate of Appropriateness from the Design Review Board. Obtain an application for a Certificate of Appropriateness from the DRB Clerk—382-5458 or on-line. The Design Review Board meets once a month if there is business to discuss. They are permitted to hold a special meeting if a building owner or business owner has a need to move quickly to put up a sign.

There is a 10-day public posting period for all applications for a Certificate of Appropriateness, so please adjust your schedule for sign installation accordingly.

Exterior changes should not be made prior to obtaining a Certificate of Appropriateness.

The Design Review Board has adopted an approved Color Palette and Font Palette for exterior signage and colors. Any color or font consistent with the historic character of the building or district, even if not on the approved list, may be approved by the Board.

## Signs

If you are planning to install window or hardware-mounted signage on your building, it is advisable to first consult with the Code Enforcement official to find out the size and the methods of attachment that will be allowed for the sign you have in mind. You may need to complete a separate Sign Permit form and pay a fee. Call the Building Department (382-5134) to learn more.

Exterior signage on buildings in the H-1 zone will also require a **Certificate of Appropriateness** from the Design Review Board. Obtain an application for a Certificate of Appropriateness from the DRB Clerk—382-5458 or on-line. The Design Review Board meets once a month if there is business to discuss. They are permitted to hold a special meeting if a building owner or business owner has a need to move quickly to put up a sign.


There is a 10-day public posting period for all applications for a Certificate of Appropriateness, so please adjust your schedule for sign installation accordingly.

Signs should not be made prior to obtaining a sign permit (if needed) and a Certificate of Appropriateness.

The Design Review Board has adopted an approved Color Palette and Font Palette for exterior signage and colors. Any color or font consistent with the historic character of the building or district, even if not on the approved list, may be approved by the Board.



## ***Procedure for Applying for a Certificate of Appropriateness***



**Step 1:** (Suggested) Meet with Tammy McKay, Chair of the Design Review Board (DRB), and/or the City Code Enforcement Official. They can assist you in complying with the City's Design Review process, building maintenance code, and sign ordinances.

**Step 2:** (Required) Complete the application for a Certificate of Appropriateness for Exterior Changes and return it to the Mayor's office on the 2nd floor of the Wilmington Municipal Building. The application will be reviewed by the City's Code Enforcement Official and then posted on the bulletin board in the Service Director's office for ten (10) days prior to the application being eligible for a Certificate of Appropriateness as determined by a hearing by the DRB.

**Step 3:** The DRB meets as posted, usually once per month, in the Mayor's conference room, 2nd floor, Wilmington Municipal Building, at 6:15 p.m. Applicants are encouraged to attend the meeting at which their application will be considered.

**Step 4:** After the Design Review Board reviews your application they will issue a Certificate of Appropriateness if the application is approved, issue a CA with modifications to your design, or deny the application. You should receive a letter from the DRB within a week of their meeting.

Name of Applicant: \_\_\_\_\_

# ***Certificate of Appropriateness***

## ***Application Checklist***

Description of proposed changes, including materials, dimensions, and color scheme (can be in the form of a drawing)\*: \_\_\_\_\_

Photo of building façade or real property where changes will be made: \_\_\_\_\_

Completed application for a Certificate of Appropriateness \_\_\_\_\_

Applicant has reviewed the U.S. Secretary of the Interior's *Standards for Rehabilitation*,\*\* Chapters 1301 and 1302, and the City's sign ordinance (Chapter 1167), and other criteria for evaluation set forth in Chapter 1302 of the City's Codified Ordinances: \_\_\_\_\_

Check here if you want the Design Review Board to choose colors for exterior changes/painting \_\_\_\_\_

\* DRB-approved colors must be used and are available in the Mayor's Office or from the Code Enforcement Official. Both offices are located on the second floor of the Wilmington Municipal Building, 69 N. South St., Wilmington, Ohio 45177.

\*\* <http://www.nps.gov/archive/cuis/rfp/pdf/RFPPLUM-appendA.pdf>

**Name of Applicant:**

**Application for Certificate of Appropriateness**

Submit to: Mayor's Office  
City Building, Second Floor  
69 N. South Street  
Wilmington, Ohio 45177  
Telephone: 382-5134

**Location of Building:** \_\_\_\_\_

**Property Owner Information:**

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

**Lessee Information:**

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Name of business in building, if any

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

Name of Applicant:

**Description of Proposed Change:**

Please describe the proposed change(s) below, or add an attachment if necessary. Include a reasonably accurate drawing of the changes and any supplemental visual materials. Also include a list of specific materials to be used. Colors should be chosen from the DRB-approved color palette, or check here \_\_\_\_\_ if you want the DRB to choose colors for your building to compliment your building and the surrounding buildings. Attach samples and/or brochures if possible.

Name of Applicant:

**Acknowledgement:**

I understand that changes made to buildings in a designated historic district (such as the Wilmington Commercial Historic District) or to designated landmark properties, and/or the placement of signs, without the issuance of a Certificate of Appropriateness could subject me to enforcement action up to and including possible criminal penalties under Chapters 1301, 1302 and 1167 of the Codified Ordinances of the City of Wilmington.

I understand that my application for a Certificate of Appropriateness must be complete prior to posting in the Service Director's office for ten (10) days, and that after the posting period the DRB will review my application for a Certificate of Appropriateness.

Signed

\_\_\_\_\_   
Property Owner

\_\_\_\_\_   
Lessee

(PROPERTY OWNER MUST SIGN)

**COMPLETE AND FILE WITH THE CLERK OF THE DESIGN REVIEW BOARD, Mayor's Office, 2nd Floor, City Building, 69 N. South Street, Wilmington, OH 45177.**

**Hours 7 a.m. to 4 p.m. Tel. 937-382-5458.**

**For office use:**

Date Received by Code Enforcement Official: \_\_\_\_\_

Date posted by Code Enforcement Official:  
(Application must be complete; must be at least ten (10) days prior to a hearing date or prior to the issuance of a Certificate of Appropriateness)

Design Review Board review date: \_\_\_\_\_