



# City of Canal Winchester

45 E Waterloo Street  
Canal Winchester, Ohio 43110  
Development Department  
Phone (614) 837-7501 Fax (614) 837-0145

## CERTIFICATE OF APPROPRIATENESS APPLICATION

rev. 09/24/2013

### PROPERTY OWNER

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

### APPLICANT

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Address of Subject Property \_\_\_\_\_

Description of Proposed Changes/Modifications \_\_\_\_\_

\_\_\_\_\_

Your Application Must Include the Following, as Applicable:

- |                 |  |                  |
|-----------------|--|------------------|
| Scaled drawings | Sketches   | Material Samples |
| Floor plans     | Contractor's plans                                     | Paint chips      |
| Roofing samples | Photographs (as necessary to illustrate proposed work) |                  |

**I certify that the information provided with this application is correct and accurate to the best of my ability.**

\_\_\_\_\_  
**Property Owner's or Authorize Agent's Signature**

\_\_\_\_\_  
**Date**

*DO NOT WRITE BELOW THIS LINE*

Date Received: \_\_\_ / \_\_\_ / \_\_\_\_\_

Historic District: \_\_\_ Yes \_\_\_ No

Date of Action: \_\_\_ / \_\_\_ / \_\_\_\_\_

Preservation District: \_\_\_ Yes \_\_\_ No

Expiration Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Application \_\_\_ No

Tracking Number: CA - \_\_\_\_\_

Approved: \_\_\_ Yes

\_\_\_ Yes, with conditions

## **CERTIFICATE OF APPROPRIATENESS PROCEEDURE FOR DESIGN REVIEW**

**Informal Meeting:** An informal meeting between the Planning and Zoning Administrator and the property owner or applicant is encouraged prior to the submittal of an application for a Certificate of Appropriateness.

**Application:** Applications for a Certificate of Appropriateness shall be filed with the Planning and Zoning Administrator at least fifteen (15) days prior to the meeting of the Landmarks Commission. There is no fee for a Certificate of Appropriateness application. The Landmarks Commission holds its regular meeting on the 4<sup>th</sup> Monday of every month.

**Application Contents :** An application for a Certificate of Appropriateness shall contain the following, as applicable:

- a. The name, address, and phone number of the applicant.
- b. The location of the property in question.
- c. If employed, the name & contact information of the architect and/or contractor.
- d. A complete description of the proposed alteration, construction, or other external change.
- e. A plot plan illustrating the proposed structural or exterior changes including changes in setbacks, facilities, landscaping, screening, fences, walkways, signs, and other relevant structures and fixtures and their relationship to the surrounding structures.
- f. A plan indicating changes in site elevations.
- g. Description or sample of materials to be used in the proposed project.
- h. The names and addresses of adjoining property owners.
- i. The applicant may submit sketches, photographs and other illustrative material relevant to the proposed project. In addition, the Planning and Zoning Administrator and/or Landmarks Commission may request such additional information as is deemed necessary to review the application in keeping with the intent of this Ordinance.

**The Landmarks Commission Meeting:** At the Landmarks Commission meeting, the Commission will determine whether the proposed alteration is appropriate pursuant to Section 1175.01(g) of the Old Town Overlay District and the Canal Winchester Old Town Guidelines. ***The applicant or his/her representative or agent shall be present at the meeting at which action on the request is to occur.*** The Landmarks Commission will discuss the application and converse with the applicant or agent regarding the application. After discussion, the Landmarks Commission will approve, partially approve, deny, or table the application to a future meeting.

**Notification of Decision:** After action on the application by the Landmarks Commission, the applicant shall be informed in writing of the decision by the Landmarks Commission. Applications that are approved, or partially approved, will receive a Certificate of Appropriateness for the approved alteration(s).