CITY OF DELAWARE

PLANNING & COMMUNITY DEVELOPMENT

CERTIFICATE OF APPROPRIATENESS APPLICATION

The City of Delaware Planning & Community Development Department works to help you obtain a Certificate of Appropriateness (COA) for your property located in the Downtown Historic District. The Certificate of Appropriateness design review process is designed to preserve buildings that are architecturally and historically significant. The establishment of such districts recognizes the particular historic and architectural qualities of neighborhoods, buildings, and sites and encourages their protection and maintenance for the benefit of the entire City. The Historic Preservation Commission (HPC) reviews and decides on all Certificates of Appropriateness guided by the *Architectural Standards for the Downtown Historic District*.

What is the Downtown Historic District? The Downtown Historic District is comprised of three subdistricts: Downtown Core, Transitional and Residential. Refer to the map in the appendix of the *Architectural Standards for the Downtown Historic District* for subdistrict boundaries.

When is a COA needed? Changes to sites or to the exteriors of existing buildings within the Downtown Historic District (Downtown Core, Transitional and Residential Subdistricts) must receive a COA from the HPC before work can begin. Changes that require a COA include signage, awnings, painting (other than maintenance), roofing, window replacement, rehabilitation, total or partial demolition or addition, new construction and site changes. A COA permit is available on the Licenses, Permits, and Forms page of our website at www.delawareohio.net.

Does being in a historic district mean that I can never change the appearance of my property? No. Properties in historic districts are not frozen in time. Historic district protection is designed to ensure that when changes occur, they do not destroy or are contrary to the unique qualities of the district.

What guidelines have been established for the historic district? The City has created the *Architectural Standards for the Downtown Historic District* to assist property owners, business owners, architects and contractors who are proposing work on any building or site within the historic district. This guide can be downloaded from the City's website at www.delawareohio.net.

My building is not very historic, but it is in a historic district. Do I need a COA to make exterior changes? Yes. A major goal of local historic districts is maintaining the overall character of the area. Prior to designation most districts have had a certain amount of infill new construction - some sensitive, some not. Reviewing proposed changes to non-historic properties as well as historic properties ensures that more recent construction will not become more intrusive and hopefully will become less so.

What is an Informal Review? Applicants interested in exploring their options for signage, rehabilitation, new construction or site changes are strongly encouraged to arrange and attend an Informal Review to receive feedback from the HPC to address any initial concerns with the application prior to a formal application submission. Informal Reviews are held at the beginning of each HPC meeting. Contact the Planning & Community Development Department for more details on the Informal Review process.

Where do you apply for a COA? Mail or drop off your HPC COA application submission with the processing fee to:

City of Delaware Planning & Community Development
City Hall Annex, 1 South Sandusky Street
Delaware, Ohio 43015

(740) 203-1600 or (740) 203-1623
Hours: 8:00 am – 5:00 pm, Monday to Friday

What is the next step once the application is approved? The applicant must then obtain the necessary permit(s) to begin construction work.

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**FOR OFFICE USE ONLY*
DATE RECEIVED

HISTORIC SUB-DISTRICT (check one)

- ☐ Downtown Core
- ☐ Transitional
- ☐ Residential

PROJECT TYPE

- ☐ Demolition
- ☐ Exterior Building/Site Alterations
- ☐ New Construction
- ☐ Signs, Graphics, or Awnings
- ☐ Other (specify): _____

APPLICANT CONTACT INFORMATION

Company _____

Contact _____

Address _____

Email _____

Phone _____

DESCRIPTION OF WORK

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Applicant Name _____

Applicant Signature _____

The undersigned do hereby verify the truth and correctness of all facts and information presented with this application and authorize field inspections by City Staff.

Agent Form

The undersigned, owner(s) of the certain real property described in the attached application, do hereby appoint and expressly grant full authority to *(Name of Agent)* _____ to act as the sole agent(s) of and on behalf of the undersigned in all matters related to and in connection with the attached application. The undersigned hereby consents and agrees to be bound by the application, by any agreement made by the herein named agent with the City of Delaware in connection with this same case, and by all decisions made by the City in connection with this same case.

_____ _____

Owner's Signature Owner's Signature

_____ _____

Printed Name Printed Name

State of _____

County of _____

Sworn to or affirmed and subscribed before me by _____

Owner(s) Name(s)

this date of _____.

SEAL

_____

Signature of Notary Public

_____

Notary Printed Name

_____

Commission Expiration Date