



City of Circleville

Department of Public Service
City Administration Building
104 East Franklin Street
Circleville, OH 43113
740-477-8224
www.circlevilleoh.gov

COA #: _____

Date: _____

Application for Certificate of Appropriateness

A scaled site plan (drawing) showing all property lines, existing structures, and proposed construction and/or changes with dimensions **must be submitted with application.** All distances between the proposed construction, property lines and other structures must be labeled.

Applicant Name: _____ Phone #: _____

Applicant E-mail: _____

Applicant Address: _____

Preferred method of communication: Phone Email Mail

Property Address: _____ Parcel #: _____

Property Owner: _____ Phone #: _____

Appropriate Change Requested: Modify Reconstruct Demolish (\$500)

Complete description of environmental change: _____

Applicant Signature: _____ Date: _____

An applicant shall apply for a Zoning Permit upon approval of Certificate of Appropriateness.

----- Do not fill below line -----

Fee Collected: _____ By: _____ Date: _____

Cash Credit Card #: _____

Check #: _____ Exp: ____/____ Security Code: _____ ZIP: _____

Name on Card: _____

Address: _____

Signature: _____

Approved Denied By: _____ Date: _____

(HRB Chairperson)

Comments:

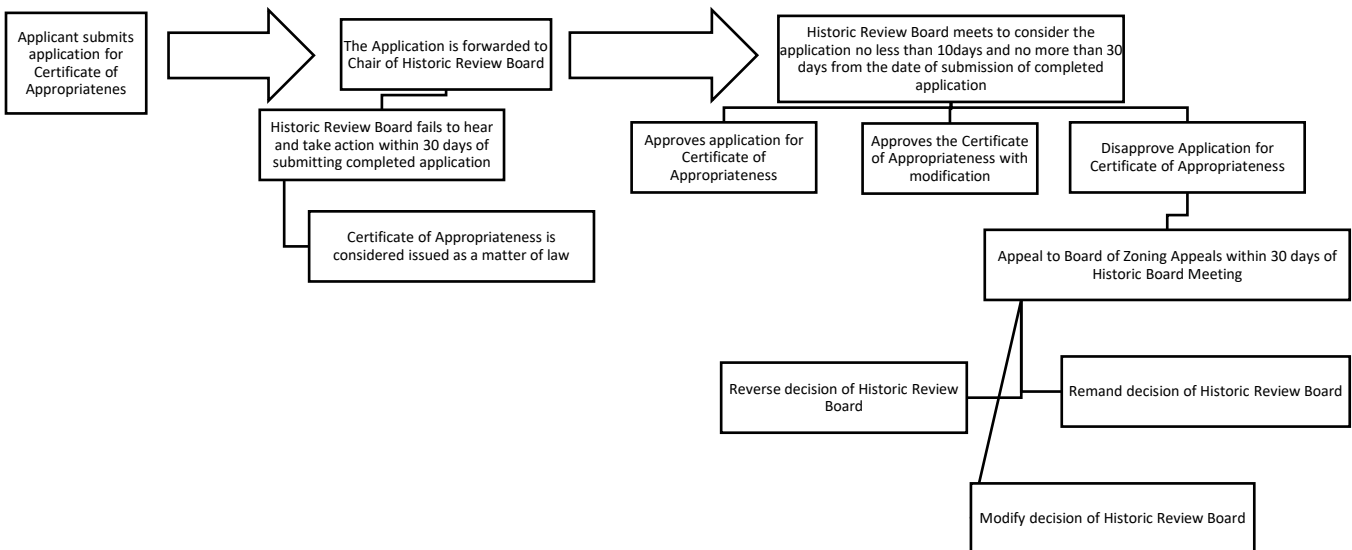
1113.10(a) - Certificate of Appropriateness.

1. No environmental change shall be made to any landmark or property within the Historic Overlay District until a Certificate of Appropriateness has been properly applied for and issued by the Historic Review Board.
2. No zoning or building permit shall be issued by the Zoning Inspector for any construction, reconstruction, alteration or demolition of any structure in the Historic Overlay District unless a Certificate of Appropriateness has been authorized by the Historic Review Board.
3. When an application for a COA requires other approvals such as a variance or conditional use granted by the Board of Zoning Appeals, the Historic Review Board must hear and decide on the COA prior to the Board of Zoning Appeals hearing and deciding these other applications.

1113.10(b) - Application. – Three (3) copies and one (1) pdf electronic copy of an application for a Certificate of Appropriateness (COA) shall be submitted.

1113.10(k) – Maintenance

1. Nothing in this Article shall be construed to prevent ordinary maintenance or repair of any landmark or property within a Historic Overlay District, provided such work involves no change in material, design, texture, or exterior appearance; nor shall anything in this Article be construed to prevent any change, including the construction, reconstruction, alteration or demolition of any structure, or component of a structure, which in the view of the Zoning Inspector is required for the public safety because of an unsafe, insecure or dangerous condition. In making such a decision, the Zoning Inspector may seek the input and recommendation of the local building authority.
2. The owner of a protected property shall provide sufficient maintenance to ensure its protection from hazards and to prevent deterioration. No owner of a building or structure listed as a Landmark or contributing structure to a Historic District shall by willful action or willful neglect fail to provide sufficient and reasonable care, maintenance and upkeep to ensure the perpetuation of such building and to prevent its destruction by deterioration.
- 3.



Please acknowledge that you have read and understand the above:

Applicant Signature: _____

Date: _____

Checklist for Certificate of Appropriateness Permit

- 1. Applicant Information
- 2. Property Address and Parcel Number
- 3. Property Owner's Authorization Letter (if owner is different than applicant)
- 4. Three copies of application for Certificate of Appropriateness
- 5. PDF copy of application for Certificate of Appropriateness
- 6. Site Plan

Demolition only:

- 1. Proposed measures to stabilize and repair as needed adjacent structures and common walls, along with associated costs
- 2. Evidence of an enforceable agreement or order with the adjacent property owner documenting respective responsibilities.
- 3. Detailed description and explanation of short term and long-term disposition and use of the site after demolition.

Application is: Complete Incomplete Date: _____

Reviewed by: _____