



City of Celina Certificate of Appropriateness Application

Introduction

The City of Celina established Downtown Celina Design Guidelines for the Downtown Celina Central Business District through Ordinance 50-07-09. The guidelines along with location map can be viewed at www.celinaohio.org.

Certificate of Appropriateness Application

All owners of properties in the Downtown Celina Central Business District are required to obtain a Certificate of Appropriateness before making any exterior changes to their property. Completed Certificate of Appropriateness Applications must be received by the City's Engineering Department at least eleven (11) days prior to the scheduled commission meeting in order to be placed on the corresponding meeting agenda.

Standards and Guidelines

The architectural review commission uses the Standards specified in the Downtown Celina Design Guidelines and the Secretary of the Interior's Standards for Historic Preservation, to determine the appropriateness of proposed exterior changes to the buildings and sites under their jurisdiction. The specific architectural guidelines are consistent with the City Code to provide additional recommendations for appropriate exterior changes to historic properties. A copy of the City Code and/or District Guidelines can be obtained by calling the Celina Engineering Department at (419) 586-1144 or online at www.celinaohio.org.

Where to Begin

1. Contact the Celina Engineering Department (419) 586-1144. The department staff can answer questions regarding Commission procedures and the Certificate of Appropriateness Application, as well as provide technical assistance.
2. Obtain a copy of the Downtown Celina Design Guidelines for your district and read them carefully.
3. Complete all sections of the application which pertain to your proposed project and sign the application.

Where to Send the Completed Application

The City of Celina
Engineering Department
225 N. Main Street Celina,
Ohio 45822

Certificate of Appropriateness

When the Design Review Commission approves your proposal, a Certificate of Appropriateness will be issued. The Certificate is **not** a permit for work. Proper permits and fees for building, signage, demolition, etc. must be obtained prior to start of construction.



CITY OF CELINA

Application for Certificate of Appropriateness

| |
|-----------------|
| Application No. |
| Received By |
| Date Received |

This application must be typed or printed in black ink submitted to:

City of Celina
Engineering Department
225 N. Main Street
Celina, Ohio 45822

FOR INFORMATION REGARDING THIS FORM, CALL: (419) 586-1144
TO FAX APPLICATION (419) 586-2577

APPLICANT INFORMATION

| | |
|------------------|--|
| Property Address | |
|------------------|--|

Applicant is Owner Contractor Architect Consultant Other _____

| | |
|---------------------------|---------------------------|
| Owner's Name _____ | Agent's Name _____ |
| Address _____ | Address _____ |
| City/State/Zip _____ | City/State/Zip _____ |
| Email _____ | Email _____ |
| Telephone _____ Fax _____ | Telephone _____ Fax _____ |

Have you reviewed the Downtown Celina Design Guidelines? Yes No www.celinaohio.org

Have you reviewed the Federal Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings?
 Yes No www.nps.gov/hps/tps/standguide/rehab/rehab_index.htm

Is the building on the National Register of Historic Places? Yes No

Is the building in the Historic District? Yes No

Is the building listed in the Ohio Historic Inventory? Yes No

PROPERTY IMPROVEMENT INFORMATION

| TYPE OF IMPROVEMENT (check) | Describe work proposed below and attach plans (i.e. materials, design, placement) |
|--------------------------------|---|
| Awnings/Shutters | |
| Signage | |
| Roofing | |
| Landscaping | |
| Rear Access | |
| Parking Lot Layout | |
| Energy Conservation | |
| Doors, windows, Entrances | |
| Complete Façade Restoration | |
| Exterior Painting (Commercial) | |
| Fences | |
| Siding | |
| Other | |

DOCUMENTATION REQUIRED BY APPLICANT

One (1) Historical (if available) and one modern photograph of building.

Two (2) copies of plans of proposed work, including color and/or material samples, if applicable.

Estimated total cost/budget for proposed project: \$ _____

Comments:

I understand the criteria for this application, approval and reviews by the Design Review Commission and agree to be subject to the Secretary of the Interior's Standards for the above described work in accordance with City Ordinances.

SIGNATURE OF OWNER

DATE

SIGNATURE OF OWNER'S AGENT

DATE

*******FOR ADMINISTRATIVE USE ONLY*******

PLANNING AND DEVELOPMENT DEPARTMENT

| | | | | | |
|--|----------|--------------------------|--------|-----------|----------------|
| | Approved | Approved with Conditions | Denied | Withdrawn | Date of Action |
|--|----------|--------------------------|--------|-----------|----------------|

Conditions of Approval or Reasons for Denial:

ANY CONDITIONS CONTAINED IN THIS CERTIFICATE OF APPROPRIATENESS ARE INCLUDED AS A REQUIREMENT TO ANY BUILDING PERMIT FOR WHICH THE CERTIFICATE OF APPROPRIATENESS IS ISSUED