CITY OF SHELBY HISTORIC PRESERVATION COMMISSION
Application for a Certificate of Appropriateness
Shelby City Hall, 43 W. Main St., Shelby, OH 44875-1239; Phone 419-347-5131; Fax 419-347-1193

PLEASE PRINT

Address of historic property: _____________________________________________________________

Property ID# for tax purposes: _________________________________________________________

Name(s) of property owner(s): _________________________________________________________

Mailing address of owner(s): ___________________________________________________________

Owner(s) preferred contact phone number(s): _____________________________________________

Owner(s) preferred email address(es): ___________________________________________________

Is the property owner familiar with City Ordinance Chapter 1488? YES____ NO____

Is this property listed on the National Register of Historic Places? YES____ NO____
If yes, ID # ____________________________________________

Is this property listed on the Ohio Inventory of Historic Places? YES____ NO____
If yes, ID # ____________________________________________

Is this property listed as a locally designated historic site? YES____ NO____
If yes, date ordinance was passed ____________________________________________

Adjacent property owners have been officially notified of the proposed project? YES____ NO____

Is this property leased or rented to other individuals/businesses? YES____ NO____

Attach the reason and detailed description of the proposed project, including all changes to the building/site. Include all features to be removed, altered, repaired, and/or added i.e. current photographs, a scale drawing of the project, any applicable engineering report(s), samples of materials to be used, proof of compliance with all applicable City ordinances, proposed start and end dates of the project, and other information that may be requested for a thorough review of the project. Exterior building alterations include all exterior changes to an existing building, including, but not limited to: roofing, painting, masonry cleaning/repair, and repair/replacement of architectural features i.e. windows, doors, siding, porches, gutters, trim, etc. A Certificate of Appropriateness is NOT a permit for work. If you have questions about completing this form, please contact Joe Gies.

The Commission will review this application at a public hearing. Following review of the project in accordance with the Secretary of Interior’s Standards for Rehabilitation of Historic Buildings, the Commission will approve or deny a Certificate of Appropriateness.

_________________________________ _______________________
Signature(s) of Property Owner(s) Date Submitted

Form 03/23/2018