

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