



Historic Preservation Commission

CERTIFICATE OF APPROPRIATENESS APPLICATION

HISTORIC DOWNTOWN CORRIDOR AND RESIDENTIAL CERTIFICATE OF APPROPRIATENESS INFORMATION

Introduction

The Shelby Historic Preservation Commission welcomes you to the historic preservation community. Ownership of a designated historic building makes you a steward of Shelby history. The mission of this commission is to help guide the preservation of the city's distinctive character and architectural heritage for the enjoyment, enrichment, and benefit of the citizens of Shelby.

What is a Designated Historic Landmark?

A designated property is one that is listed locally as a designated historic landmark. A property can, also, but not need be listed on the National Register of Historic Places and/or the Ohio Historic Inventory.

Does being a Designated Historic Landmark mean I can never change the appearance of my property?

No. Properties that are historic are not frozen in time. Historic preservation guidelines were created to help ensure that when changes occur, they do not destroy the unique historic qualities of the building.

Standards and Guidelines

The Historic Preservation Commission uses *The Secretary of the Interior's Standards for Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings* and any local guidelines to determine the appropriateness of proposed exterior changes to the buildings and sites under their jurisdiction. A copy of the city ordinance and/or historical guidelines can be obtained by visiting the Historic Preservation Commission web address main page.¹

Application Procedures

All owners of designated historic properties in Shelby are required to obtain a Certificate of Appropriateness **before** making any exterior changes to their property. **Completed** applications² must be received two weeks prior to the scheduled committee meeting in order to be placed on the corresponding monthly meeting agenda.

Where To Begin

1) Review *The Secretary of the Interior's Standards for Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*, and any local guidelines and briefs.

2) Complete all sections of the COA which pertain to your project.

3) Send completed application to:

The City of Shelby
Shelby Historic Preservation Commission
43 West Main Street
Shelby, Ohio 44875

What is the next step after approval?

A Certificate of Appropriateness is **NOT** a permit for work. The approved certificate must be taken to the Department of Building and Zoning³ at 43 West Main Street. The applicant must then obtain the necessary permit(s) in order to begin construction work.

¹ <https://shelbycity.oh.gov/historic-preservation-commission/>.

² <https://shelbycity.oh.gov/wp-content/uploads/2020/05/Hist-Pres-App-for-Certificate-of-AppropriatenessRevised.pdf>

³ <https://shelbycity.oh.gov/building-zoning/>

REQUIRED TO SUBMIT WITH THE APPLICATION:

Photos: Current color photos printed on standard paper or photo paper. Include photos of each side of the building and/or site and detailed views of the specific areas to be repaired or altered.

Drawings: For conceptual review, a basic site plan and elevations should be submitted. For new construction or graphics/signage, measured drawings of the sign and/or all elevations of the building are required.

Material Samples/Manufacturer's Brochures: Material samples and brochures that illustrate and provide specifications for the proposed materials (i.e. window/door specifications, paint chips, pavers, etc.).

Site plan: A site plan must be included for new construction, additions, site graphics, demolition, lot splits, fencing, and major landscaping projects. The plan must show street location, north arrow, property lines, and all existing structures.

Other Information That May Be Requested: Other information may be requested to complete a thorough review of the project.

Internal Use Only

Date of Commission Review: _____

Decision: YES ___ NO ___

Approval Signature: _____

Title (Print Please): _____

Comments/Conditions: _____

Is this property listed on the National Register of Historic Places? YES ___ NO ___

If yes, ID# _____

Is this property listed on the Ohio Historic Inventory? YES ___ NO ___

If yes, ID# _____

Is this property listed as a locally designated historic site? YES ___ NO ___

If yes, ID# _____