

## Certificate of Appropriateness Historic District Review Process

### **Application**

Whenever a structure, public or private, within the historic district(s) is proposed to be constructed or erected or whenever an existing structure is proposed to be altered, reconstructed, enlarged or remodeled involving the exterior design, material, finish grade line, landscaping or orientation of the structure an application for certificate of appropriateness and the associated fee must be filed with the Zoning Enforcement Officer.

The application shall be accompanied by:

- A site plan and building elevations drawn to scale including (at a minimum):
  - Lot dimensions
  - Size, shape and dimensions of the structure
  - The location and orientation of the structure on the lot
  - The actual or proposed building setback lines
- A detailed narrative description of the proposed design or change of design, use of materials, finish grade line, landscaping and orientation of the structure.
- Colored elevation showing, at a minimum, the design, use of materials, finish grade line, landscaping and orientation of buildings and any significant architectural features. This is required for construction or remodeling increasing or decreasing the total gross building area by 50 percent or more. Single family residential districts are exempted from this requirement.
- The Historic Review Commission may require the submission of colored perspectives or architectural renderings in applications where the Commission feels it is required.

Upon receipt of an application, the Zoning Enforcement Officer shall place the application on the agenda for the Commission at its next regular meeting. Public notice of the application and a general description of the application will be published in the newspaper ten (10) days prior to the date of the hearing. In addition, a notice placard will be placed on the property stating the application has been filed and the date of the hearing.

### **Historic Review Commission**

The Commission consists of the members of the Planning Commission and two additional members representing the historic districts.

### **Standards for Review**

In conducting its review the Commission shall examine and give consideration to the elements of the application including, but not limited to:

- Height
- Building massing
- Window treatment

- Exterior detail and relationships
- Roof shape
- Materials
- Compatibility of design and materials
- Landscape design and plant materials
- Pedestrian environment
- Signage

The Commission may request such additional information, sketches and data as it shall reasonably require. It may call upon experts and specialists for testimony and opinion. It may recommend changes in the plans that it considers desirable and may accept a voluntary amendment to the application to reflect such changes.

#### **Determination**

When the review is concluded, the Commission will determine whether the application shall be approved.

If approved, the Commission will return the application to the Zoning Enforcement Officer with the instruction the certificate be issued, provided all other requirements for a zoning permit are met. The certificate will be valid for one year from the date of approval or such extension as may be granted by the Commission.

If disapproved, the Commission will return the application to the applicant with a notice that the certificate shall not be issued.

In the case of denial, the Commission shall attempt to work out an alternate plan with the owner. If the Commission and the owner are unable to work out an alternate plan or if the owner does not wish to take that action, the owner may make an appeal to the Board of Zoning Appeals.

#### **Demolition**

Whenever a structure is proposed to be demolished, an application for certificate of appropriateness shall be filed. The Commission shall limit its inquiry to the proposal for grading, landscaping and other design treatment of the property once the structure has been removed. Nothing in the chapter shall prevent the demolition of a structure whether public or private.

#### **Repair or Maintenance Exception**

Nothing in the chapter shall be construed to prevent any ordinary repair or maintenance of an exterior architectural feature or any ordinary planting or landscaping now in the district(s).



City of Mount Vernon, Ohio  
Historic Review Commission

Application for Certificate of Appropriateness

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**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Site Information:**

Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Deed Volume and Page: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

**Project Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Site plans, building elevations, renderings, and any other drawings, details, or brochures, as well as the detailed narrative statements must be attached to this application.**

Projects that required a Public Hearing require a \$75.00 deposit. Applicant will be billed for any costs which exceed the deposit. General maintenance projects typically do not require a Public Hearing.

Applicant hereby certifies that the information submitted on this application and on any sketches, drawings or other documents required to be submitted with the application are true and exact.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**FOR OFFICIAL USE ONLY**

Case No.: \_\_\_\_\_





**CHAPTER 1172  
Historical District**

<p><b>1172.01 Purpose.</b></p> <p><b>1172.02 District Overlay Boundaries.</b></p> <p><b>1172.03 Application and notice.</b></p> <p><b>1172.04 Historical Review Commission.</b></p> <p><b>1172.05 Standards for review; certificate of appropriateness.</b></p>	<p><b>1172.06 Preservation of property upon demolition of a structure.</b></p> <p><b>1172.07 Repair or maintenance exception.</b></p> <p><b>1172.08 Appeal from decision of Historical Review Commission.</b></p>
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**CROSS REFERENCES**

Supplemental District regulations - see P. & Z. Ch. 1173  
 Off-street parking and loading - see P. & Z. Ch. 1174  
 Signs - see P. & Z. Ch. 1175  
 Fences and hedges - see P. & Z. Ch. 1178

**1172.01 PURPOSE.**

The purpose of this District is to maintain a high character of community development, to protect and preserve property, to promote the stability of property values and to protect real estate from impairment or destruction of value for the general community welfare by regulating the exterior historical characteristics of structures throughout the hereinafter defined Historical District. It is the further purpose of this chapter to recognize and preserve the distinctive historical and architectural character of this community which has been greatly influenced by the architecture of an earlier period in this community's history. These purposes will be served by the regulation of exterior design, use of materials, the finish grade line, landscaping and orientation of all structures hereinafter altered, constructed, reconstructed, erected, enlarged or remodeled in the hereinafter defined Historical District.

(Ord. 2005-34. Passed 12-12-05.)

**1172.02 DISTRICT OVERLAY BOUNDARIES.**

There is hereby established an Historical District which shall include all lots and land within the following described areas and as described in the National Register:

- (a) East Gambier Street District: Encompassing the addresses from 100 to 519 East Gambier Street
- (b) East High Street District: Roughly bounded by East Chestnut Street, South Catherine Street, East Vine Street, and South Gay Street.
- (c) North Main/North Gay Streets District: Roughly bounded by Curtis Street, North Gay Street, Public Square, and North Main Street.

(Ord. 2005-34. Passed 12-12-05.)

**1172.03 APPLICATION AND NOTICE.**

(a) Whenever a structure, as defined by this Zoning Ordinance, whether public or private, within the above described district is proposed to be constructed or erected and whenever an existing structure is proposed to be altered, reconstructed, enlarged or remodeled, if such alteration, reconstruction, enlargement or remodeling involves the exterior design, material, finish grade line, landscaping or orientation of the structure, an application for a certificate of appropriateness shall be filed with the Zoning Enforcement Officer or his designee together with a fee as established under Section 1153.14.

(b) The application shall be accompanied by a site plan and building elevations drawing to scale indicating at a minimum, the lot dimensions, size, shape and dimensions of the structure, the location and orientation of the structure on the lot and the actual or proposed building setback lines. In addition, the application shall be accompanied by a detailed narrative description of the proposed design or change of design, use of materials, finish grade line, landscaping and orientation of the structure. Except in single-family residential zoning districts, applications for structures to be constructed or remodeled, which remodeling would increase or decrease the total gross building area by fifty percent (50%) or more, shall be accompanied by appropriate, relevant colored elevations showing at a minimum, the design, use of materials, finish grade line, landscaping and orientation of buildings and any significant architectural features. In addition, the Historical Review Commission may require the submission of colored perspectives or architectural renderings in applications where the Commission feels it is required.

(c) Upon receipt of an application for a certificate of appropriateness, which is accompanied by the material required by the provisions of subsection (b) hereof, the Zoning Enforcement Officer or his designee shall place the application on the agenda for the Commission at its next regular meeting following ten days from the date the application is filed. The Zoning Enforcement Officer or his designee shall further cause to be published in a newspaper of general circulation in the City, a public notice of the scheduled hearing the application together with a general description of the nature of the application. The applicant shall be notified by mail of the date of the hearing.

In addition, there shall be a notice placard posted on the subject property stating that an application has been filed and the date of the hearing.

(Ord. 2005-34. Passed 12-12-05.)

**1172.04 HISTORICAL REVIEW COMMISSION.**

The Historical Review Commission shall consist of the members of the Planning Commission plus two additional members appointed annually by the Mayor and confirmed by Council. These two additional members shall represent the Historical Districts and at least one of them shall be a resident freeholder from within the Districts. An attempt shall be made to appoint such additional members from fields or professions related to historic preservation, architecture, building inspection, City planning, or similar directly related fields.

(Ord. 2005-34. Passed 12-12-05.)

### 1172.05 STANDARDS FOR REVIEW; CERTIFICATE OF APPROPRIATENESS.

(a) The Historical Review Commission in deciding whether to issue a certificate of appropriateness, shall determine that the application under consideration promotes, preserves and enhances the distinctive historical character of the community and would not be at variance with existing structures within that portion of the district in which the structure is or is proposed to be located as to be detrimental to the interests of the Districts as set forth in Section 1172.01. In conducting its review, the Commission shall make examination of and give consideration to the elements of the application including, but not necessarily limited to:

- (1) Height.
- (2) Building massing, which shall include the relationship of the building width to its height and depth, and its relationship to the viewer's and pedestrian's visual perspective.
- (3) Window treatment, which shall include the size, shape and materials of the individual window units and the overall harmonious relationship of window openings.
- (4) Exterior detail and relationships, which shall include all projecting and receding elements of the exterior, including but not limited to, porches and overhangs and the horizontal or vertical expression which is conveyed by these elements.
- (5) Roof shape, which shall include type, form and materials.
- (6) Materials, texture and color, which shall include a consideration of material compatibility among various elements of the structure.
- (7) Compatibility of design and materials, which shall include the appropriateness of the use of exterior design details.
- (8) Landscape design and plant materials, which shall include, in addition to the requirements of this Zoning Code, lighting and the use of landscape details to highlight architectural features or screen or soften undesirable views.
- (9) Pedestrian environment, which shall include the provision of features which enhance pedestrian movement and environment and which relate to the pedestrian's visual perspective.
- (10) Signage, which shall include, in addition to requirements of Chapter 1175, the appropriateness of signage to the building.

(b) In conducting its inquiry and review, the Commission may request from the applicant such additional information, sketches and data as it shall reasonably require. It may call upon experts and specialists for testimony and opinion regarding the matters under examination. It may recommend to the applicant changes in the plans that it considers desirable and may accept a voluntary amendment to the application to include or reflect such changes. The Commission shall keep a record of its proceedings and shall append to the application copies of information, sketches and data needed to clearly describe any amendment to it.

(c) When its review is concluded, the Commission will determine by a vote of its members, whether the application for a certificate of appropriateness shall be approved. If approved by four or more of its members, the Commission shall return the application and appended material to the Zoning Enforcement Officer with the instruction that the certificate of appropriateness be issued, provided all other requirements for a building permit, if applicable, are met. The certificate of appropriateness shall be valid for one year from the date of approval, or such extension as may be granted by the Commission. If not approved, the Commission shall return the application and appended material to the applicant with a notice that the certificate of appropriateness shall not be issued because the application did not meet the criteria and standards set forth herein. (Ord. 2005-34. Passed 12-12-05.)

#### **1172.06 PRESERVATION OF PROPERTY UPON DEMOLITION OF A STRUCTURE.**

(a) Whenever a structure within the District is proposed to be demolished, an application for a certificate of appropriateness shall be filed with the Zoning Enforcement Officer as provided in this chapter. In considering such application, the Historical Review Commission shall limit its inquiry to the proposal for grading, landscaping and other design treatment of the property once the structure has been removed.

(b) Nothing in this chapter shall be construed to prevent the demolition of a structure whether public or private, within the District.  
(Ord. 2005-34. Passed 12-12-05.)

#### **1172.07 REPAIR OR MAINTENANCE EXCEPTION.**

Nothing in this chapter shall be construed to prevent any ordinary repair or maintenance of an exterior architectural feature or any ordinary planting and landscaping now in the District. (Ord. 2005-34. Passed 12-12-05.)

#### **1172.08 APPEAL FROM DECISION OF HISTORICAL REVIEW COMMISSION.**

(a) In the case of a denied Certificate of Appropriateness the Review Commission shall attempt to work out an alternative plan with the owner or his agent that is acceptable to all parties.

(b) If the Review Commission and the owner are unable to work out an alternative plan, or if the owner does not wish to take this action, the owner may make an appeal to the Board of Zoning Appeals in accord with Section 1155.08, inclusive.  
(Ord. 2005-34. Passed 12-12-05.)