



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

APPLICATION MAY BE SUBJECT TO APPROVAL BY DESIGN AND REVIEW BOARD.

SITE PLAN IS REQUIRED

No alteration or environmental change shall be made to any property within the Uptown Plain City Historic District until a Certificate of Appropriateness has been applied for and issued by the Design Review Board. No Zoning Permit, or other required permit or certificate, shall be issued by the Zoning Inspector for any construction, reconstruction, alteration, or demolition of any structure in the Historic District unless a Certificate of Appropriateness has been issued.

1. APPLICANT INFORMATION	
Name:	
Phone:	Email:
Address:	

2. OWNER INFORMATION (IF DIFFERENT THAN APPLICANT)	
Name:	
Phone:	Email:
Address:	

3. BUILDING INFORMATION	
Address:	
Parcel No.:	Lot No.:
Description of Use:	

An environmental change to a structure or property within the Uptown Plain City Historic District does not require a Certificate of Appropriateness if the:

- (1) Environmental change is required for the public safety because of an unsafe or dangerous condition as determined by the Zoning Inspector, Village of West Jefferson Building Official, and/or Fire Chief of the Pleasant Valley Joint Fire District.
- (2) Work involves ordinary maintenance or repair to any structure or property, provided such work involves no change in material, design, texture, color, or exterior appearance.

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4. PURPOSE OF CERTIFICATE (CHECK ALL THAT APPLY)	
<input type="checkbox"/> Demolition	<input type="checkbox"/> Accessory Building
<input type="checkbox"/> Sign	<input type="checkbox"/> Painting
<input type="checkbox"/> Structural Change	<input type="checkbox"/> Awnings
<input type="checkbox"/> Repair	<input type="checkbox"/> Other:
Description of Work:	

(Attach additional page if necessary)	

IMPORTANT NOTES:

FAST TRACK APPROVAL FOR SPECIFIC PROJECTS.

Applicability: The following environmental changes qualify for fast track approval for a certificate of appropriateness:

- (1) Awnings: if the design remains the same, but the color(s) is being modified provided that the color(s) proposed meet the design and color guidelines established by the Design Review Board.
- (2) Signs: if the same sign board or a window is used, but the color(s) and information are changed provided that the color(s) proposed meet the design and color guidelines established by the Board.
- (3) Portable sidewalk signs: as long as the sign complies with the regulations outlined in Chapter 1199 of the Codified Ordinances of the Village of Plain City.
- (4) Painting of structures and signs: as long as the painting does not involve any structural modification and the paint color selection complies with the design and color guidelines established by the Board.

REQUIRED WITH SUBMITTAL

Ten (10) sets of concept drawing must be submitted with application and material brochures can be included if available. Material samples are required.

CHAPTER 1327: UPTOWN PLAIN CITY HISTORIC DISTRICT

The full ordinance of the Uptown Plain City Historic District can be found on the Village Website under Government > Legislation and Code > Village of Plain City Codified Ordinances > Building Code > Chapter 1327.

Copies of the ordinance can also be obtained at the Village of Plain City Zoning Office.

Applicant Signature

Date

FOR ZONING STAFF

Submitted with Zoning Application: Yes No

Application #:

Administrative Approval: Yes No

DRB Approval:

Meeting Date:

Zoning Inspector Signature

Date