

## CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

Mail or hand-deliver this application and all supporting materials to: City of Perrysburg  
Planning & Zoning Division  
201 W. Indiana Ave.  
Perrysburg, OH 43551  
c/o Zoning Inspector

*This form must be filled out to completion; it and all supporting materials must be received by the deadline established to be considered at the next HLC meeting. Information not provided in advance of the meeting will not be considered by the HLC during its deliberation. Please call if you have any questions.*

**PLEASE PRINT OR TYPE. INFORMATION MUST BE LEGIBLE.**

1. **ADDRESS OF PROPERTY** \_\_\_\_\_

2. **NAME AND ADDRESS OF PROPERTY OWNER**

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

3. **APPLICANT, AGENT, OR CONTRACTOR (if different from owner)**

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

4. **ATTACHMENTS / SUPPORTING MATERIALS**

A. **Required for *all* projects:**

- \$100.00 deposit (returned upon meeting attendance)
- Photographs and/or drawings of affected areas of the building
- Material and design specifications or description

B. **New Construction / Demolition also requires:**

- Architectural plans
- Dimensional Plot Plan
- Building Elevations
- Photographs

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**5. DESCRIPTION (WRITTEN) OF EXISTING FEATURES AFFECTED BY PROPOSED WORK**

Description (written) of existing features as affected by proposed work. Please provide a written description of the scope of work to be done that includes all relevant information that the applicant thinks the HLC should be made aware of. Please define the scope of work as demolition, alterations, new construction and additions, or a combination of the categories. The written description should provide detailed information about the before and after conditions of the work (additional pages may be attached if deemed necessary.)

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**6. DESCRIPTION (GRAPHIC) OF PROPOSED WORK FOR WHICH A COA IS BEING REQUESTED**

Please provide graphic representation drawings and information on all existing and proposed alterations in addition to the written description in number 5, above. The applicant will provide at a minimum a dimensional site plan with a North arrow, renderings, elevations, photographs, and manufacturer information that is needed to provide HLC a clear understanding of the scope of work including details of the before and after alterations to the project.

Please provide the following information as a minimum.

**New Construction and Additions:**

Dimensional site plan with North arrow of existing and proposed conditions, including the layouts of all buildings to be demolished, existing and proposed buildings, parking areas, driveways, fencing, and landscape design.

**Alterations:**

Please provide graphic representation drawings and information on all existing and proposed alterations in addition to the written description in number 5, above. The applicant will provide at a minimum a dimensional site plan with a North arrow, renderings, elevations, photographs, and manufacturer information that is needed to provide HLC a clear understanding of the scope of work including details of the before and after alterations to the project.

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**SIGNATURE OF APPLICANT**

Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Date \_\_\_\_\_

In making a determination of appropriateness, the Historic Landmarks Commission shall consider, among other things, the effect of the proposed alteration, removal, replacement, construction, or demolition upon the exterior architectural features and upon the historic value, characteristics, and significance of the building or of the historic district as a whole. The HLC coordinates with the City of Perrysburg Planning and Zoning Division as well as the Wood County Building Department to ensure that projects move successfully through design review.