



CITY OF GREENVILLE
ARCHITECTURAL REVIEW BOARD
Municipal Building, 100 Public Square, Greenville, OH 45331
PH 937-548-4930 FAX 937-548-3909
www.cityofgreenville.org

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

The Historic Downtown District welcomes you to our community. Citizens accept a stewardship responsibility when owning property within this district. Property holders enjoy the advantage of not only increased economic value, but also protection from unwanted or threatening development. Yet, as stewards of such important historic buildings, owners also share a responsibility for helping maintain the distinctive qualities that make our district unique.

What is a Designated Downtown Historic Property ?

A designated historic property is one that is listed on the Greenville Register of Historic Properties, individually or as part of an historic district, or is located within districts defined by the Greenville City Code.

What Does Architectural Review Board Do ?

One of the primary goals of the Architectural Review Board is to work closely with property and business owners to find suitable plans that meet their current needs yet are still sensitive to the historic character of the AR District neighborhood.

Standards and Guidelines

The ARB is authorized and regulated by Ordinance No. 120 and by Article XXI – Downtown Enterprise District (DE) and Article XXVIII– Architectural Review Overlay District (ARD) of the city zoning regulations. The ARB uses the Secretary of the Interior’s Standards for Historic Preservation Projects, as well as the Historic Downtown Greenville Design Guidelines to determine the appropriateness of the proposed exterior changes.

What is a Certificate of Appropriateness (COA) ?

All property/business owners are required to obtain a Certificate of Appropriateness **before** making any exterior changes. The Certificate of Appropriateness is required **for all proposed exterior changes, the adding or changing of signs, new construction and demolition** within the Architectural Review District (ARD) of the City of Greenville, Ohio.

Where to Begin

- a) Contact the **City Engineering Department** (Municipal Building 100 Public Square –phone: 937.548.4930) or **Main Street Greenville** (537 S. Broadway, Suite 203 – phone: 937.548.4998)
Main Street Greenville staff can answer questions regarding board procedures, Certificate of Appropriateness Application, and provide technical assistance.
- b) Obtain a copy of the Downtown Design Guidelines and read them carefully.
- c) Fill out application.
- d) Verify the meeting date and the documentation submittal deadline date.
- e) Submit the application with the required documentation.

Where to Send Completed Application

- a) Completed applications and all required documentation **must** be received by the application due date.
Architectural Review Board Meetings are held the **second Tuesday of every month at 8:00 a.m.** in the Municipal Building basement classroom.
- b) The applicant or a representative is advised to attend the meeting to answer any questions the Board may have. Your attendance will help to avoid a delay of the application.

COA Approval & Zoning Permit Process **The Certificate is NOT a permit to begin work**

- a) When the COA application is approved, check with the City Engineer’s Office to see if a zoning permit is required. If a zoning permit is required, apply at the City Engineering Office. This process can take up to five days. When the zoning permit application is approved, the permit and the COA can be picked up and the permit fee paid at the Utility Office – 122 W. Main St
- b) **If no zoning permit is required**, work can begin after the applicant receives a copy of the Certificate of Appropriateness.
- c) It is the applicant’s responsibility to make sure the proposed changes/improvements/signs conform to the City Zoning Regulations (check with City Engineering Office).

Applicant / Property Information

Applicants are encouraged to communicate clearly and submit complete applications to enable a clear understanding of the project and to avoid a delay.

1. Address of Property Where Work is to be Done : _____

2. Applicant's Name: _____

Home Address: _____ Zip Code _____

Home Phone _____ Work Phone: _____ Cell: _____ Fax _____

3. Present Use of the Property: _____

Intended Use of the Property: _____

4. Date you would like to begin work: _____ Date you plan to complete work: _____

Project Information & Description of Work to be Done (Use Additional Sheets if Necessary)

Describe the proposed project in detail including all changes to the building, site, lot or zoning, any signage added or changed. Include all features to be removed, altered and/or added. Indicate all materials to be used and the manufacturer.

Materials to Submit With the Application

Please email to jcross@cityofgreenville.org and also submit with the application.

- Color Photos:** digital only. Include photos of entire front of building, the site to be altered, and close ups of the specific areas to be changed.
- Signage or Graphics:** Include same photo information as stated above for signage to be placed on a building or on a window or directly behind the window. Measurements and visual renderings of signage must be submitted.
- Drawings for conceptual review, new construction or graphics/signage:** Measurements and visual renderings of project.
- Material Samples/Manufacturer's Brochures:** Material samples and brochures which show and describe the materials to be used (i.e. brochures on doors, windows, etc). All exterior painting must be described and shown in detail along with paint samples/chips and photos.
- 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 property lines, all existing structures and/or landscaping in question, and their relationship to adjacent structure(s).
- Demolition:** Removal of any building feature(s) or the razing of any structure(s). For all demolitions, the applicant must include a written reason for the demolition, the proposed reuse of the site, evidence of funding and a time frame for project initiation.
- Other Items Submitted:** _____

I have read the introduction and will comply with the referenced Architectural District Regulations and Guidelines. I certify that I the applicant have been authorized by the owner to commit to changes proposed by the ARB.

Applicant's Signature _____ Date _____