



Architectural Design Review Board

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APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Exterior changes made to buildings, outbuildings, landscapes, or other exterior features located within one of the City of Hamilton's Historic Areas or properties individually listed by Ordinance shall not be permitted unless and until the Architectural Design Review Board issues a Certificate of Appropriateness for the action. The ADRB will review the plans, monitor the work and administer the Architectural Conservation/Historic District section (Section 1126.00) of the Hamilton City Zoning Ordinance.

A fee will be charged for any Certificate of Appropriateness application that is required to be heard before the ADRB, unless the proposed change is returning to or restoring to previous or original historic materials that can be referenced in past Architectural Design Review Board or other official City of Hamilton/State of Ohio Historic Inventory records. A proposal that is Like for Like (A repair or improvement in relation to a property in which the repair or improvement utilizes the existing materials/colors and replaces them with matching materials) does not require ADRB review and will be approved by the Secretary.

A nonrefundable twenty-five dollar (\$25.00) fee for Residential property or fifty dollar (\$50.00) fee for Commercial property is due when a Certificate of Appropriateness application is submitted.

Fee Schedule		
Proposal:	Residential	Commercial
Exterior Change	\$25	\$50
Like for Like Work (no board review)	\$0	\$0
Return to Original Historic Materials	\$0	\$0

Property Address: _____

Applicant Name: _____

Applicant Mailing Address: _____

Owner/s Name: _____

Owner Mailing Address: _____

Daytime Contact Phone: _____ Email: _____

Applicant Signature: _____ Date: _____

APPLICANTS ARE HIGHLY ENCOURAGED TO APPEAR BEFORE THE BOARD TO SUPPORT THEIR APPLICATION.

Please see Page 4 for the Meeting Dates and Application Deadlines.

DESCRIPTION OF WORK TO BE PERFORMED

Please **specify** the exact location on the structure, the nature of the work, the materials to be used, and the existing historic features to be repaired or replaced. Landscape, fence, and out buildings, etc., should include a sketch of the property showing the proposed location. In order to make an appropriate, fair and timely decision the ADRB may request additional detailed information. This may include plans, sketches, photographs, and information about the materials to be used, including brochures, catalog information, and paint chips.

Work Proposed: (Describe type of work, existing conditions, and methods to be used, materials proposed)

CHECK ALL THAT APPLY & FILL IN THE CORRESPONDING INFORMATION

Paint Sample Provided
Appearance of Color: _____
Color Name & Manufacturer: _____
Location (body, window trim, specific trim, accent): _____

Siding Sample Provided
Existing Siding (style, material, color, location): _____
Proposed Siding (style, material, color, location): _____
Manufacturer: _____ Proposed Size: _____

NOTE: If proposing vinyl or aluminum siding, per ADRB Guidelines, applicant must be provided a copy of Preservation Brief 8, concerning siding. It is HIGHLY recommended that applicant provide pictures and document extensive reasons why vinyl or non-historic siding is being proposed.

Roof *Please note, Roofing requires a building permit*
Existing Roof (material, style, color): _____
Proposed Roof (material, style, color): _____
Manufacturer: _____ Location: _____

Windows / Door
Existing Windows/Door (style, material, size, color, location): _____
Proposed Windows/Door (style, material, size, color, location): _____
Manufacturer: _____ Type (if applicable): _____

NOTE: Per ADRB Guidelines, it is recommended that proposed windows are the same size as the original window opening. Covering of windows is highly discouraged. For vinyl or other non-historic windows, it is recommended to document existing windows, including the condition and reasons why original windows should be replaced.

Fence
Existing Fence (type, material, color): _____
Proposed Fence (type, material, color, location, course): _____

Gutters
Existing Gutter (material, style, location, color): _____
Proposed Gutter (material, style, location, color): _____
Manufacturer: _____

Soffit
Existing Soffit (style, material, location, color): _____
Proposed Soffit (style, material, location, color): _____

Other Work not listed above: _____

Demolition

NOTE: 1126.60 Certificate of Appropriateness – Demolition: In the event an application for a Certificate of Appropriateness includes demolition of any property in the Architectural Conservation/Historic District the applicant shall be required to submit evidence to the Architectural Design Review Board indicating that at least one of the following conditions prevail:

- That the property proposed for demolition is not inherently consistent with other properties in its area of the Architectural Conservation/Historic District,
- That the property proposed for demolition contains no features of architectural and/or historical significance; or
- That there is no reasonable economic use for the property as it exists or as it might be rehabilitated, that there is no feasible means or prudent alternative to demolition,
- Existing structures listed in section 1126.110 (Central Area Building Inventory) shall be maintained. For buildings listed in that inventory, the cost of rehabilitation must exceed 67% of the replacement cost of the same structure at the time of the proposed demolition based on the Marshall Swift Construction Cost Index or a similar industry standard index before a Certificate of Appropriateness for demolition can be issued. No building listed in the Central Area Building Inventory may be demolished without approval by the Architectural Design Review Board regardless of existing building condition. (OR2013-2-22)
- Both the architectural and historical significance of the property, its relation to the street and to the historic district as a whole shall be considered.

Please Explain the selection made above: _____

Please attach additional sheets if necessary.



2017 Architectural Design Review Board Meeting Calendar

The City of Hamilton Architectural Design Review Board meets on the first and third Tuesday of every month, except for scheduled City Holidays, at 4:30 pm in the City Council Chambers, One Renaissance Plaza, 1st Floor, 345 High Street, Hamilton, Ohio 45011.

Meeting Date	Application Deadline
January 3, 2017	December 22, 2016
January 17, 2017	January 6, 2017
February 7, 2017	January 27, 2017
February 21, 2017	February 10, 2017
March 7, 2017	February 24, 2017
March 21, 2017	March 10, 2017
April 4, 2017	March 24, 2017
April 18, 2017	April 7, 2017
May 2, 2017	April 21, 2017
May 16, 2017	May 5, 2017
June 6, 2017	May 26, 2017
June 20, 2017	June 9, 2017
July 5, 2017	June 23, 2017
July 18, 2017	July 7, 2017
August 1, 2017	July 21, 2017
August 15, 2017	August 4, 2017
September 5, 2017	August 25, 2017
September 19, 2017	September 8, 2017
October 3, 2017	September 22, 2017
October 17, 2017	October 6, 2017
November 7, 2017	October 27, 2017
November 21, 2017	November 10, 2017
December 5, 2017	November 22, 2017
December 19, 2017	December 8, 2017