

City of Hamilton, Ohio

Community Development Department - Planning Division

Architectural Design Review Board (ADRB)

345 High Street, Hamilton, Ohio 45011

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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.

Applicants are encouraged to appear before the Board to support their application. Contact the Planning Division for the location and time of the ADRB Meeting.

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

Property Address: _____

Owner & Mailing Address: _____

Street: _____

City: _____ **State:** _____ **Zip:** _____

Daytime contact phone: _____ **Contractor Contact:** _____

Email Address : _____ **Email Address:** _____

Is this work part of another City function?

Health Department

Building Permit

NDD Work

Public Works

Other:

Copy of Certificate to: _____

Description of work to be done

Use the back of this form and/or attach necessary information

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 and fencing 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, catalogue information, and paint chips. ADRB staff will be happy to help you plan your work and complete the application.

For changes in paint colors and roofing please complete the additional questions on the back of this application

Signature of Applicant

Date

Roof Work

Existing Roof Material (Slate, fiberglass, shake, metal, diamond shaped or patterned):

Proposed roof material (color, type manufacturer etc.):

Painting Work

Paint manufacturer or color pallet:

Color Name _____ **mfg. Number** _____ **location on structure (body, trim, etc.)**

Description of work to be done (use back or attach additional plans if necessary):