



# City of Celina Certificate of Appropriateness Application

## Introduction

The City of Celina established Downtown Celina Design Guidelines for the Downtown Celina Central Business District through Ordinance 50-07-09. The guidelines along with location map can be viewed at [www.celinaohio.org](http://www.celinaohio.org).

### Certificate of Appropriateness Application

All owners of properties in the Downtown Celina Central Business District are required to obtain a Certificate of Appropriateness before making any exterior changes to their property. Completed Certificate of Appropriateness Applications must be received by the City's Engineering Department at least eleven (11) days prior to the scheduled commission meeting in order to be placed on the corresponding meeting agenda.

### Standards and Guidelines

The architectural review commission uses the Standards specified in the Downtown Celina Design Guidelines and the Secretary of the Interior's Standards for Historic Preservation, to determine the appropriateness of proposed exterior changes to the buildings and sites under their jurisdiction. The specific architectural guidelines are consistent with the City Code to provide additional recommendations for appropriate exterior changes to historic properties. A copy of the City Code and/or District Guidelines can be obtained by calling the Celina Engineering Department at (419) 586-1144 or online at [www.celinaohio.org](http://www.celinaohio.org).

### Where to Begin

1. Contact the Celina Engineering Department (419) 586-1144. The department staff can answer questions regarding Commission procedures and the Certificate of Appropriateness Application, as well as provide technical assistance.
2. Obtain a copy of the Downtown Celina Design Guidelines for your district and read them carefully.
3. Complete all sections of the application which pertain to your proposed project and sign the application.

### Where to Send the Completed Application

The City of Celina  
Engineering Department  
426 W. Market Street  
Celina, Ohio 45822

### Certificate of Appropriateness

When the Design Review Commission approves your proposal, a Certificate of Appropriateness will be issued. The Certificate is **not** a permit for work. Proper permits and fees for building, signage, demolition, etc. must be obtained prior to start of construction.



# CITY OF CELINA

## Application for Certificate of Appropriateness

Application No.
Received By
Date Received

This application must be typed or printed in black ink submitted to:

City of Celina  
Engineering Department  
426 W. Market Street  
Celina, Ohio 45822

FOR INFORMATION REGARDING THIS FORM, CALL: (419) 586-1144  
TO FAX APPLICATION (419) 586-2577

### APPLICANT INFORMATION

Property Address					
Applicant is	<input type="checkbox"/> Owner	<input type="checkbox"/> Contractor	<input type="checkbox"/> Architect	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other _____
Owner's Name			Agent's Name		
Address			Address		
City/State/Zip			City/State/Zip		
Email			Email		
Telephone	_____	Fax	_____	Telephone	_____ Fax _____
Have you reviewed the Downtown Celina Design Guidelines? <input type="checkbox"/> Yes <input type="checkbox"/> No <a href="http://www.celinaohio.org">www.celinaohio.org</a>					
Have you reviewed the Federal Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings? <input type="checkbox"/> Yes <input type="checkbox"/> No <a href="http://www.nps.gov/hps/tps/standguide/rehab/rehab_index.htm">www.nps.gov/hps/tps/standguide/rehab/rehab_index.htm</a>					
Is the building on the National Register of Historic Places? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Is the building in the Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Is the building listed in the Ohio Historic Inventory? <input type="checkbox"/> Yes <input type="checkbox"/> No					

### PROPERTY IMPROVEMENT INFORMATION

TYPE OF IMPROVEMENT (check)	Describe work proposed below and attach plans (i.e. materials, design, placement)
<input type="checkbox"/> Awnings/Shutters	
<input type="checkbox"/> Signage	
<input type="checkbox"/> Roofing	
<input type="checkbox"/> Landscaping	
<input type="checkbox"/> Rear Access	
<input type="checkbox"/> Parking Lot Layout	
<input type="checkbox"/> Energy Conservation	
<input type="checkbox"/> Doors, windows, Entrances	
<input type="checkbox"/> Complete Façade Restoration	
<input type="checkbox"/> Exterior Painting (Commercial)	
<input type="checkbox"/> Fences	
<input type="checkbox"/> Siding	
<input type="checkbox"/> Other	

**DOCUMENTATION REQUIRED BY APPLICANT**

One (1) Historical (if available) and one modern photograph of building.

Two (2) copies of plans of proposed work, including color and/or material samples, if applicable.

Estimated total cost/budget for proposed project:      \$ \_\_\_\_\_

Comments:

I understand the criteria for this application, approval and reviews by the Design Review Commission and agree to be subject to the Secretary of the Interior's Standards for the above described work in accordance with City Ordinances.

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER'S AGENT

\_\_\_\_\_  
DATE

**\*\*\*\*\*FOR ADMINISTRATIVE USE ONLY\*\*\*\*\***

**PLANNING AND DEVELOPMENT DEPARTMENT**

	Approved	Approved with Conditions	Denied	Withdrawn	Date of Action
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Conditions of Approval or Reasons for Denial:

ANY CONDITIONS CONTAINED IN THIS CERTIFICATE OF APPROPRIATENESS ARE INCLUDED AS A REQUIREMENT TO ANY BUILDING PERMIT FOR WHICH THE CERTIFICATE OF APPROPRIATENESS IS ISSUED