



Village of LOUDONVILLE

OFFICE USE ONLY

Date Received: __ / __ / __

Date Approved: __ / __ / __

CERTIFICATE OF APPROPRIATENESS APPLICATION

New Application

Amended Application

Extension Application

SUBJECT PROPERTY

Site Address: _____

Property Owner: _____

APPLICANT INFORMATION

Property Owner Other _____ (Architect, Engineer, Consultant, Etc.)

Name: _____

Mailing Address: _____

Primary Phone Number: _____ Other Number: _____

E-mail: _____

PROPERTY OWNER INFORMATION

Same as Above

Name: _____

Mailing Address: _____

Primary Phone Number: _____ Other Number: _____

E-mail: _____

CERTIFICATE OF APPROPRIATENESS REQUESTED *(SELECT ALL THAT APPLY)*

New Construction

Alteration

Demolition

Relocation

Paint

Provide a summary of the project:



Village of LOUDONVILLE

CERTIFICATE OF APPROPRIATENESS APPLICATION

ATTACHMENTS *(SELECT ALL THAT APPLY)*

- Site Plan *(new builds or additions that involve changing the building footprint – must be drawn by a licensed Architect or Engineer)*
- Drawings or Diagrams *(building additions, new construction, or alternations affecting the building structure or foundation – must be drawn by a licensed Architect or Engineer)*
- Material Samples *(roofing, siding, windows/doors – include a sample or manufacturers spec sheet/pictures)*
- Color/Paint Samples *(Manufacturers paint chips of proposed color)*
- Site Photos of Existing Conditions* Historical Photos *(optional but encouraged)*
- Contractor Information Demolition Documents**
- Other: _____

*Site Photos must be color 4 x 6 or digital. Include photos of the site being altered and close ups of the specific areas to be changed.

**Demolition Requests must include all documentation that justifies the need for demolition.

I understand that this application is strictly for a Certificate of Appropriateness. The issuance of a Certificate of Appropriateness within the District is to a zoning permit or building permit by the Village Codes Enforcement Officer.

I certify that all statements and documents that I provide with reference to this application are accurate, complete, and true to the best of my knowledge and belief. I further acknowledge that my application shall be deemed incomplete for my failure to timely comply with any requirement of this application, which non-compliance may result in delays in the scheduling and resolution of my application.

Applicant Signature: _____ **Date:** _____

Property Owner Signature: _____ **Date:** _____

(If different than Applicant)

Deliver all applications and attachments to: Village of Loudonville, 156 North Water Street, Loudonville Ohio 44842. If no sample are required email application to: G.DEWITT@LOUDONVILLE-OH.US with the subject line: COA Application

DO NOT WRITE BELOW THIS LINE ~ FOR OFFICIAL USE ONLY

Application Filed: ____ / ____ / ____

Hearing Date: ____ / ____ / ____

Decision: **GRANTED** **DENIED** **CONDITIONS:** _____

An applicant who has been **DENIED** a Certificate of Appropriateness by the Design Review Board may appeal the decision to the Board of Zoning Appeals. The Board of Zoning Appeals shall base their decisions on the appeal criteria set forth in Chapter 1244 of the Codified Ordinances of the Village of Loudonville.

When a Certificate of Appropriateness is **GRANTED**, it shall be directed to the Codes Enforcement Officer who may issue a zoning permit provided all other sections of this Code are complied with.