



**CITY OF DELAWARE  
PLANNING & COMMUNITY DEVELOPMENT**

**Certificate of Appropriateness Application**

**Downtown Historic District and Certificate of Appropriateness Information**

The City of Delaware Planning and Community Development Department works to help you obtain a Certificate of Appropriateness (COA) for your property located in the Downtown Historic District. The Certificate of Appropriateness review process is designed to preserve buildings that are architecturally and historically significant. The establishment of such districts recognizes the particular historic and architectural qualities of neighborhoods and buildings and encourages their protection and maintenance for the benefit of the entire City. The Historic Preservation Commission (HPC) reviews and decides on all Certificates of Appropriateness.

**What is the Downtown Historic District?** The Downtown Historic District is comprised of three subdistricts, Downtown Core, Transitional and Residential. Refer to the map in the appendix of the *Architectural Standards for the Downtown Historic District* for subdistrict boundaries.

**When is a COA needed?** Changes to sites or to the exteriors of existing buildings within the Downtown Historic District (Downtown Core, Transitional and Residential) must receive a COA from the HPC before the work can begin. Changes that require a COA include signage, rehabilitation, total or partial demolition or addition, new construction and site changes. A COA permit is available on the Forms and Permits Page:  
<http://www.delawareohio.net/formspermits.html>

**Does being in a historic district mean that I can never change the appearance of my property?** No. Properties in historic districts are not frozen in time. Historic district protection is designed to ensure that when changes occur, they do not destroy the unique qualities of the district.

**What guidelines have been established for the historic district?** The City has created the *Architectural Standards for the Downtown Historic District* to assist property owners, business owners, architects and contractors who are proposing work on

any building or site within the historic district. This guide can be downloaded from the City's website:  
<http://www.delawareohio.net/formspermits.html>.

**My building is not very historic, but it is in a historic district. Do I need a COA to make exterior changes?** Yes. A major goal of local historic districts is maintaining the overall character of the area. Prior to designation most districts have had a certain amount of infill new construction - some sensitive, some not. Reviewing proposed changes to non-historic properties as well as historic properties insures that more recent construction will not become more intrusive and hopefully will become less so.

**What is an Informal Review?** Applicants interested in exploring their options for signage, rehabilitation, new construction or site changes are strongly encouraged to attend an Informal Review to receive feedback from the HPC to address any initial concerns with the application prior to a formal application submission. Informal Reviews are held at the beginning of each HPC meeting. Contact the Planning and Community Development Department for more information on the Informal Review process.

**Where do you apply for a Certificate of Appropriateness?**

Planning & Community Development Department  
1 South Sandusky Street  
Delaware, Ohio 43015  
Voice: (740) 368-1652  
Fax: (740) 369-0838  
Hours: 8:00am – 5:00pm, Monday to Friday  
Application information is also available on the City's website:  
<http://www.delawareohio.net/formspermits.html>

**What is the next step once the application is approved?** The applicant must then obtain the necessary permit(s) in order to begin construction work.



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FOR STAFF USE ONLY:

HPC \_\_\_\_\_

**Certificate of Appropriateness Application**

**Applicant Information** (please type or print legibly)

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Historic Subdistrict:  Downtown Core     Residential     Transitional

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

\*if the applicant is not the owner, the property owner is required to sign the application to authorize proposed changes.

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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Property Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Type**

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- Signs or Graphics       New Construction       Exterior Building/Site Alterations  
 Demolition Permit(s)       Other (specify): \_\_\_\_\_
- \_\_\_\_\_

**Work Description** (please type or print legibly)

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Describe the proposed project in detail, including all changes to the building, site or lot. Include all features to be removed, altered, or added and provide a narrative of why the particular type of construction or other environmental changes are being proposed. Indicate all materials to be used. Attach additional sheets as needed.

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**Materials to submit with application** (as needed):

- **Photographs**, digital copies or copied from a negative, not photocopied.
- **Site Plans** showing view from above plus elevation plans showing the view from front, sides, and rear;
- **Drawings for New Construction, Modifications or Signs**, showing dimensions, setbacks, and specifications of any window, door, trim, lintel, sign, base, header, or other element to be installed/modified.
- **Material Samples/Manufacturers Brochures**: which show/describe materials to be used.
- **Interior floor plans**, where appropriate.
- **OHPO Submission**: if applicant submits the same project to Ohio Historic Preservation Office, all information contained in that application shall be submitted with the City application.
- **Variance Explanations**: If the Applicant believes that strict application of the Standards and Guidelines for the Historic District will create a substantial economic hardship or that there is an unusual and compelling circumstance, a narrative to support a Variance from, or waiver of, the Code requirements may be submitted. The Variance or waiver shall be granted only if the Commission deems that at least one of the following 6 criteria is met:
  - There would be substantial economic reduction in the value of the property due to application of the Standards and Guidelines;
  - The property cannot be maintained in its current form and substantial economic burden would result from the application of the Standards and Guidelines;
  - No reasonable alternative exists;
  - The property has little or no historical or architectural significance;
  - The property cannot be reasonably maintained in a manner consistent with Standards and Guidelines;or
  - No reasonable means of saving the property from deterioration, demolition, or collapse exists.
- **Nine (9) copies** of all items should be submitted with the application.

**Deadline:** Applications must be submitted 30 days prior to the Historic Preservation Commission meeting.

**Public Notification:** Staff will notify property owners within 150' of the site.

**Meeting Date/Time:** 4<sup>th</sup> Wednesday of each month at 7:00 pm in Council Chambers at 1 South Sandusky Street.

\*Please Note the Commission might table the application if the applicant is not present to answer questions.

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**Signature of Applicant**

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Date

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**Signature of Owner** (if not the Applicant)

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Date

**Application Fee:** \$50    Fees Received: \$ \_\_\_\_\_    Received by: \_\_\_\_\_    Date: \_\_\_\_\_