

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

PROPERTY OWNER: _____

HOME ADDRESS: _____

PROPERTY ADDRESS: _____

LOCATED BETWEEN: _____ AND _____

CURRENT USE OF PROPERTY: _____ ANY OLD PHOTOS AVAILABLE _____

CONTRACTOR: _____ PHONE: _____

ESTIMATED PROJECT TIMELINE _____

ANY USAGE OR COMMON WALLS SHARED WITH NEIGHBORING PROPERTIES? _____

IF YES, WHO, AND HAVE THEY BEEN NOTIFIED OF PROPOSED CHANGES? _____

PROJECT TYPE	NEW CONSTRUCTION ONLY	DETAILED SITE PLAN INCLUDING NEIGHBORING STRUCTURES, ELEVATIONS IF NEEDED, PLAN DRAWINGS WITH MATERIAL SAMPLES. SEE ABOVE
	BUILDING ADDITION MAJOR REMODELING	SKETCHES, ARCHITECTURAL ELEVATIONS, PLAN DRAWINGS AND MATERIALS.
	MINOR EXTERIOR CHANGE SIGN(S)	DRAWINGS AND ELEVATIONS NEEDED DIMENSIONS, MATERIALS, LIGHTING, LETTER STYLE, DETAILED DIAGRAM WITH LOCATION.
	PAINT	PAINT CHIP(S) WITH DESCRIPTION OF COLORS' LOCATIONS, TYPE OF MATERIALS TO BE PAINTED, WHETHER THE AREA WAS PREVIOUSLY PAINTED.
	MASONRY WORK/REPOINTING	MUST USE HISTORIC RECIPE. PLEASE INCLUDE RECIPE WITH APPLICATION.
	DEMOLITION	MUST INCLUDE REASON FOR DEMOLITION, REUSE OF SITE FULLY DETAILED EVIDENCE OF FUNDING AND TIME FRAME FOR PROJECT.
	ALL OTHER, INCLUDING LANDSCAPING, LIGHTING, FENCING AND PARKING.	DRAWINGS AND ELEVATIONS NEEDED.

APPLICATION FEE	PAINT COLOR	NO CHARGE	AFTER THE FACT APPLICATION - DOUBLE THE NORMAL FEE OR \$100.00, WHICHEVER IS GREATER AND THE RENOVATION MAY NEED TO REVISED TO MEET STANDARDS.
	MINOR REPAIRS	\$10.00	
	ADDITIONS, SIGNS, OTHER	\$20.00	
	NEW CONSTRUCTION	\$50.00	
	DEMOLITION	\$100.00	

SUBMIT SIX COPIES OF APPLICATION ALONG WITH PHOTOGRAPHS AND A DETAILED PROJECT DESCRIPTION, INCLUDING SAMPLES OF MATERIALS TO BE USED, AND FEE TO VILLAGE HALL, MARKET STREET LISBON, OHIO. ENOUGH INFORMATION MUST BE PROVIDED SO THAT THE PROJECT CAN BE FULLY UNDERSTOOD AND DISCUSSED. ADDITIONAL MATERIALS MAY BE REQUESTED.

MEETINGS ARE HELD THE SECOND THURSDAY OF THE MONTH. APPLICATION SUBMITTED WITH ALL MATERIALS SHOULD BE REVIEWED AT THE NEXT MEETING WHEN SUBMITTED AT LEAST FIVE DAYS BEFORE MEETING.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS MUST BE APPROVED BY THE ARCHITECTURAL AND HISTORIC BOARD OF REVIEW BEFORE ZONING DEPARTMENT WILL ISSUE BUILDING/ZONING PERMITS.

NO CHANGES MAY BE MADE TO APPROVED DRAWINGS OR PLANS APPROVED ON COA WITHOUT FURTHER APPROVED FROM THE ARCHITECTURAL HISTORIC BOARD OF REVIEW.

CERTIFICATE OF APPROPRIATENESS IS VALID FOR 12 MONTHS.

I CERTIFY THAT I AM THE OWNER, OR IF THE OWNER IS A BUSINESS ENTITY THAT I AM DULY AUTHORIZED TO ACT FOR THE ENTITY. I UNDERSTAND THAT INFORMATION ABOUT THIS PROJECT MAY BE MADE AVAILABLE TO THE PUBLIC, AND THAT ONLY THE WORK AS DESCRIBED IN THE APPLICATION WILL BE COVERED BY THE CERTIFICATE OF APPROPRIATENESS.

OWNER SIGNATURE

DATE