

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
ARCHITECTURAL DISTRICT

NOTE: This application completed with the information required below must be filed with the Port Clinton Architectural Review Board. Applications will not be accepted by the Port Clinton Architectural Review Board unless all information is complete and provided in duplicate.

Date _____

Name of Applicant _____ Telephone _____

Signature of Applicant _____

Name of Property Owner _____ Telephone _____

(Please include a notarized authorization to alter structure or one copy of signed lease with authorization to alter existing structures)

Name of Business _____

Address _____ City _____ Zip _____

Checklist for Architectural Review Board Public Hearing

Please refer to the appropriate checklist for your hearing, failure to have all required materials prior to your review board hearing may cause your application to be delayed or denied.

1. Fences/Gates/Pergolas/Sheds/Garages/

_____ A site plan to scale of the property showing the location of the fence, gates, garages and/or Pergola. Plan must show the property's dimensions to scale

_____ A color picture of the Proposed Structure

_____ A description of the materials that will be used in the project

_____ Color photo of the yard(s) where the structure will be placed

_____ Application for fence or Zoning permit

2. New Construction/ Additions/ Revisions

_____ Drawings to scale of each façade indicating proposed alterations or additions. Drawing must clearly depict the existing building and proposed changes

_____ Site plan showing lot dimensions and locations of existing structures and the location and dimensions of proposed additions

_____ Description and/or samples of materials used to include color

_____ Color Photos of existing and adjacent structures and conceptual drawings of proposed additions

_____ Roof shape and materials which shall include type, form and materials;

_____ New additions, exterior alterations, or related new construction shall not destroy historic materials that characterized the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural featured to protect the historic integrity of the property and its environment.

_____ Zoning Permit Application

3. Signs/Awnings

_____ Sketch or elevation drawing of the building façade with proposed sign/awning

_____ Dimensioned drawing of awning/sign. Dimensions for lettering and square footage of proposed signs

_____ Samples of Awning material and color sample

_____ Color Photo of Building

_____ Application for sign permit

_____ Application for awning permit

_____ Dimensioned drawing of sandwich board

_____ Description and/or samples of materials used to include color

4. Site Improvements/ Driveway/ Walkway/ AC/ Mechanical/ Lighting/ Painting

_____ A survey of the property is required

_____ Site plan showing lot dimensions, location and dimensions of existing building, location and dimensions of proposed improvements

_____ Color Sample of proposed color changes

_____ Type and placement of lighting of building signs

5. Outdoor Dining

_____ Layout of Proposed furniture drawn to scale to include proposed ingress and egress points

_____ Color Sample of Proposed Umbrella's and/or awnings

_____ Color Photos of proposed outdoor furniture

ACTION BY ARCHITECTURAL REVIEW BOARD

Name of Applicant: _____

Address of Property: _____

Hearing Date ___/___/___

Action: Approved: _____ Denied: _____

Suggestions/Notes of interest _____

Date referred to Port Clinton Planning Commission _____

Chairman

Secretary