



DEPARTMENT OF PLANNING & DEVELOPMENT

126 W 6th Street

East Liverpool, OH 43920

330-385-5394

**CITY OF EAST LIVERPOOL DESIGN REVIEW BOARD
CERTIFICATE OF APPROPRIATENESS**

INTRODUCTION:

In the City of East Liverpool, all owners of property within the historic designated Central Business District or owners of property designated as a Landmark due to the historical significance, are required to obtain a Certificate of Appropriateness before making any exterior changes and/or demolition of the property. A designated historic property is one that has been chosen or is included in the historic designated Central Business District by the City of East Liverpool's Design Review Board under the provisions of Ordinance No. 19, 1989, Chapter 1185, Section 1185.07 and 1185.08. A "Landmark" means any property or site which has special character, archaeological, historical, aesthetic, or architectural value as part of the heritage, development or cultural characteristics of the City, State, or the United States. Property designated as a "Landmark" also includes all property located in the City that is listed on the National Register of Historic Places. If work on a designated historic property is started without a Certificate of Appropriateness, or without other required permits, the owner is in violation of the law and subject to court action and fines.

STANDARDS & GUIDELINES:

The standards that apply to the conservation of historic areas, buildings, and resources are contained within the Secretary of the Interiors, Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

PROCEDURES TO OBTAIN A CERTIFICATE OF APPROPRIATENESS:

1. Request an application from the City of East Liverpool Planning Department. Questions about Design Review Board procedures and/or the application may be directed to the Planning Department at 330.385.5394.
2. Complete all sections of the application that pertain to your project. You are encouraged to provide a detailed and complete application. If a proposal is unclear or questions arise that cannot be answered at the Design Review Board meeting, it is likely the application will be tabled.
3. Applications for Certificate of Appropriateness shall be filed with the Planning Department prior to the issuance of building, zoning, or demolition permits.
4. The Design Review Board will meet to review the application and shall decide if the proposed change is appropriate to provisions of East Liverpool Codified Chapter 1185.



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CERTIFICATE OF APPROPRIATENESS APPLICATION**

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Property Address: _____

Applicant Name: _____

Day Phone: _____ Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner (if different from Applicant): _____

Day Phone: _____ Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Check all categories that apply to your project:

- Conceptual Review:** Discuss with the Board preliminary design ideas for a project.
- New Construction or Alteration:** Any new construction or exterior change to a building.
- Repair or Restoration:** Repairs to the exterior of a building.
- Landscaping:** Removing or adding landscaping features (walks, fences, etc.) that will significantly change the appearance of a property.
- Graphics or Signage:** Installing a sign or graphic on a building, site, or in/on a window.
- Demolition:** Removal of any building feature or the razing of any structure. For all demolitions, the applicant must include a written reason for the demolition, the proposed reuse of the site, and a schedule of reuse implementation.
- Other:** _____

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APPLICANT CHECKLIST:

(The following items are to be included with this application):

1. **Color Photographs (all applications):** Take several photos of your property, include general photos of each side of the building and/or site to be altered and close ups of the specific areas to be changed.
2. **Conceptual Drawings (all applications):** An accurate sketch or rendering which clearly illustrates the proposed project.
3. **Construction Drawings (required for new construction and additions):** Include where applicable, site plan, elevations, floor plans, details, and landscaping. An accurate sketch or rendering is sufficient for minor alterations.
4. **Drawings of Graphics or Signs (required for all signs and graphics only):** Accurate drawings indicating graphic, color, material, overall size, and a site plan including location. Also, indicate lighting to be used, if any.
5. **Material Samples/Manufacturer's Brochures (if applicable):** Paint chips and/or material samples, and/or manufacturer's brochures which show and describe materials to be used.
6. **Site Plan:** Include site plan for new construction, additions, graphics, demolitions, fencing, decks, and landscaping projects. The plan must show all property lines, existing structures, and/or landscaping and their relationship to adjacent structures and/or lots.

I certify that I have read and understand this application and that the information I have included, and any accompanying documentation is complete and accurate to the best of my knowledge.

Signature of Applicant

Date