



Architectural Design Review Board

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APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Exterior changes made to buildings, outbuildings, landscapes, or other exterior features located within one of the City of Hamilton’s Historic Areas or properties individually listed by Ordinance shall not be permitted unless and until the Architectural Design Review Board issues a Certificate of Appropriateness for the action. The ADRB will review the plans, monitor the work and administer the Architectural Conservation/Historic District section (Section 1126.00) of the Hamilton City Zoning Ordinance.

A fee will be charged for any Certificate of Appropriateness application that is required to be heard before the ADRB, unless the proposed change is returning to or restoring to previous or original historic materials that can be referenced in past Architectural Design Review Board or other official City of Hamilton/State of Ohio Historic Inventory records. A proposal that is Like for Like (A repair or improvement in relation to a property in which the repair or improvement utilizes the existing materials/colors and replaces them with matching materials) does not require ADRB review and will be approved by the Secretary.

A nonrefundable fifty-dollar (\$50.00) fee for Residential property or one-hundred-dollar (\$100.00) fee for Commercial property is due when a Certificate of Appropriateness application is submitted.

Fee Schedule		
Proposal:	Residential	Commercial
Exterior Change	\$50	\$100
Like for Like Work (no board review)	\$0	\$0
Return to Original Historic Materials	\$0	\$0
Work without COA Fee (First Occurrence)	\$100	\$200
Work W/O COA Fee (Multiple Occurrences)	\$300	\$600

Property Address: _____

Applicant Name: _____

Applicant Mailing Address: _____

Owner/s Name: _____

Owner Mailing Address: _____

Daytime Contact Phone: _____ Email: _____

Applicant Signature: _____ Date: _____

APPLICANTS ARE HIGHLY ENCOURAGED TO APPEAR BEFORE THE BOARD TO SUPPORT THEIR APPLICATION.

Please see Page 4 for the Meeting Dates and Application Deadlines.

CHECK ALL THAT APPLY & FILL IN THE CORRESPONDING INFORMATION

Paint Sample Provided (often required)
Appearance of Color: _____
Color Name & Manufacturer: _____
Location (body, window trim, specific trim, accent): _____

Siding Sample Provided
Existing Siding (style, material, color, location): _____
Proposed Siding (style, material, color, location): _____
Manufacturer: _____ Proposed Size: _____

NOTE: If proposing vinyl or aluminum siding, per ADRB Guidelines, applicant must be provided a copy of Preservation Brief 8, concerning siding. It is HIGHLY recommended that applicant provide pictures and document extensive reasons why vinyl or non-historic siding is being proposed.

Roof *Roofing may require a building permit from the Building Department*
Existing Roof (material, style, color): _____
Proposed Roof (material, style, color): _____
Manufacturer: _____ Location: _____

Windows / Door
Existing Windows/Door (style, material, size, color, location): _____
Proposed Windows/Door (style, material, size, color, location): _____
Manufacturer: _____ Type (if applicable): _____

NOTE: Per ADRB Guidelines, it is recommended that proposed windows are the same size and material as the original window opening. Covering of windows is highly discouraged. For vinyl or other non- historic windows, it is recommended to document existing windows, including the condition and reasons why original windows should be replaced.

Fence *Chain-link is discouraged unless certain conditions are met defined by ADRB*
Existing Fence (type, material, color): _____
Proposed Fence (type, material, color, location, course): _____

Gutters *It is advised that all replaced gutters match the look of the existing*
Existing Gutter (material, style, location, color): _____
Proposed Gutter (material, style, location, color): _____
Manufacturer: _____

Soffit
Existing Soffit (style, material, location, color): _____
Proposed Soffit (style, material, location, color): _____

Other:

DESCRIPTION OF WORK TO BE PERFORMED

Please **specify** the exact location on the structure, the nature of the work, the materials and methods to be used, and the existing historic features to be repaired or replaced not previously mentioned. Landscape, fence, and out buildings, etc., should include a sketch of the property showing the proposed location. In order to make an appropriate, fair and timely decision the ADRB may request additional detailed information. This may include plans, sketches, photographs, and information about the materials to be used, including brochures, catalog information, and paint chips. The more information provided, the better:

Demolition

NOTE: 1126.60 Certificate of Appropriateness – Demolition: In the event an application for a Certificate of Appropriateness includes demolition of any property in the Architectural Conservation/Historic District the applicant shall be required to submit evidence to the Architectural Design Review Board indicating that two of the following conditions prevail:

- A. That the property proposed for demolition is not inherently consistent with other properties in its area of the Architectural Conservation/Historic District. For example, it may have been built at a time outside of the period of significance of the historic district.
- B. That the property proposed for demolition contains no features of architectural and/or historical significance.
- C. That there is no reasonable economic use for the property as it exists or as it might be rehabilitated, that there is no feasible means or prudent alternative to demolition,
- D. Existing structures listed in Section 1126.110 (Central Area Building Inventory) shall be maintained. No demolition proposal will be accepted:
 - 1. Without evidence showing significant financial infeasibility of preserving, rehabilitating, restoring or reconstructing the structure. An example might be providing a pro forma that documents how the costs of rehabilitation could not be recuperated reasonably through the reuse of the building.
 - 2. Without a detailed plan of demolition and potential reuse of the property.
 - 3. Without a detailed plan of preserving any remaining exterior architectural features and/or historical features of the structure and site.
- E. The demolition of the property would contribute to a significant economic development purpose or proposal that furthers the City of Hamilton's comprehensive plan, Plan Hamilton. That the demolition would have a strategic economic impact to the historic district or neighborhood as a whole beyond the individual property.

Please attach supporting information as a separate document as necessary

Applications can be submitted electronically to HistoricHamilton@hamilton-oh.gov

2020 Architectural Design Review Board Meeting Calendar

The City of Hamilton Architectural Design Review Board meets on the first and third Tuesday of every month, except for scheduled City Holidays, at 4:00 pm in the City Council Chambers, One Renaissance Plaza, 1st Floor, 345 High Street, Hamilton, Ohio 45011. ([Location](#))

Please note: COA Application Deadlines are Three (3) Weeks before a tentative ADRB Meeting. Applications must be submitted and complete on or before the deadline to be considered for inclusion on the ADRB Agenda.

Meeting Date	Application Deadline
January 7, 2020	December 17, 2019
January 21, 2020	December 30, 2019
February 4, 2020	January 14, 2020
February 18, 2020	January 28, 2020
March 3, 2020	February 11, 2020
March 17, 2020	February 25, 2020
April 7, 2020	March 17, 2020
April 21, 2020	March 31, 2020
May 5, 2020	April 14, 2020
May 19, 2020	April 28, 2020
June 2, 2020	May 12, 2020
June 16, 2020	May 26, 2020
July 7, 2020	June 16, 2020
July 21, 2020	June 30, 2020
August 4, 2020	July 14, 2020
August 18, 2020	July 28, 2020
September 1, 2020	August 11, 2020
September 15, 2020	August 25, 2020
October 6, 2020	September 15, 2020
October 20, 2020	September 29, 2020
November 3, 2020	October 13, 2020
November 17, 2020	October 27, 2020
December 1, 2020	November 10, 2020
December 15, 2020	November 24, 2020
January 5, 2021	December 15, 2020
January 19, 2021	December 29, 2020
February 2, 2021	January 12, 2021