



CITY OF SANDUSKY
LANDMARK COMMISSION
222 Meigs St., Sandusky, Ohio 44870
Phone 419-627-5891

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Preparing Your Application:

Please type or use ink and use paper no larger than 11" x 17" for the required supporting information. Planning Department staff is available to assist in the preparation of applications.

Filing Your Application:

When completed, the attached application will initiate consideration of the granting of a Certificate of Appropriateness for a designated historic property. The application will enable the Landmark Commission to determine whether the proposed changes to the property meets the criteria for a Certificate of Appropriateness. The Landmark Commission will consider both the Secretary of the Interior's Standards for the Treatment of Historic Properties and the Sandusky Preservation Design Guidelines when reviewing this application.

**The guidelines developed for this application are based on the evaluation process set forth in Chapter 1161 of the City of Sandusky's Code of Ordinances.*

1. Location

Building/Property Name (if applicable): _____

Street Address: _____

Parcel Number(s): _____

2. Owner Information (If more than one, list primary contact)

Name: _____

Address: _____

Phone: _____

6. Supporting Documentation (attach to application on separate sheets, as applicable)

- A. New Construction
 - a. Scaled drawings
 - b. Site plan (site plan requirements are attached at the end of application)
 - c. Photographs
 - d. Material list
- B. Additions/Alterations
 - a. Scaled drawings
 - b. Photographs
 - c. Material list
- C. Signage
 - a. Scaled drawings
 - b. Location of sign
 - c. Photographs
 - d. Width of building
 - e. Lot frontage
- D. Demolition
 - a. A report as to the structural soundness of the building prepared by professionals experienced in preservation and rehabilitation
 - b. Estimates of the costs and income for rehabilitation of the building
 - c. Estimates of the costs and income for new development
 - d. Valuation of the property
 - e. Preliminary development plans

*Historic photographs of the structure/property may be requested by Planning Staff or the Landmark Commission

7. Signature

The owner of this building and undersigned do hereby certify that the information and statements given on this application, drawings and specifications are, to the best of their knowledge, true and correct. The owner and undersigned further understand that no work can begin until this application has been reviewed and approved. Any work done that has not been approved will be in violation of the City of Sandusky's Codified Ordinances

Applicant/Agent: _____ **Date:** _____

Owner: _____ **Date:** _____

The Sandusky Preservation Design Guidelines

The guidelines can be found on the city's website at
<http://www.ci.sandusky.oh.us/Planning%20&%20Zoning/DDR%20Guidelines.pdf>

The Secretary of the Interior's Standards for the Treatment of Historic Properties

- (1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment;
- (2) The historic character of a property shall be retained and preserved. The removal of historic materials or alternation of features and spaces that characterize a property shall be avoided;
- (3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken;
- (4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved;
- (5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved;
- (6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence;
- (7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible;
- (8) Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken;
- (9) New additions, exterior, alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment; and
- (10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Site Plan/Off-Street Parking Plan Requirements

Site plan/off-street parking approval is required whenever a building is constructed or a new use is established; whenever an existing building is altered and there is an increase in the number of dwelling units, seating capacity, or floor areas of buildings; and whenever the use of an existing building is changed (Section 1149.02 of the Sandusky Zoning Code).

All plans submitted to the Planning Commission must be met, concise, accurate, complete and must be drawn to scale. Any plans submitted that are not drawn to scale will not be processed.

The following details are to be shown on the site plan/off street parking plan:

General Requirements

- A key plan showing the location of the property relative to the surrounding area (should include closest major streets).
- The plan must be drawn to a scale not smaller than 1" to 100'. An engineering scale must be used (for example, 1" = 10" or 1" = 20').
- All plans must show date of preparation and dates indicating any revisions to plans.
- All plans must include a north arrow oriented to the top of the page.
- A legend, in chart form, to include the following where applicable:
 - 1) Lot area
 - 2) Building coverage
 - 3) Total floor area
 - 4) Area of addition
 - 5) Building height
 - 6) Landscaped area
 - 7) Number of parking spaces provided

Design Details

- **Property Description:** The site plan should accurately reflect the size and shape of the property.
- **Buildings:** All buildings should be shown on the site plan indicating setbacks from all lot lines, distance between buildings, dimensions of all buildings, identification by type of each building and number of stories, and distances between buildings on adjacent properties.
- **Parking Areas:** Designated as to garages, carports, or open parking; with all spaces numbered and a typical parking stall dimensioned, poured concrete curbing (to be indicated by double lines) or bumper blocks pegged in place and surfacing material indicated (asphalt, paving stones,

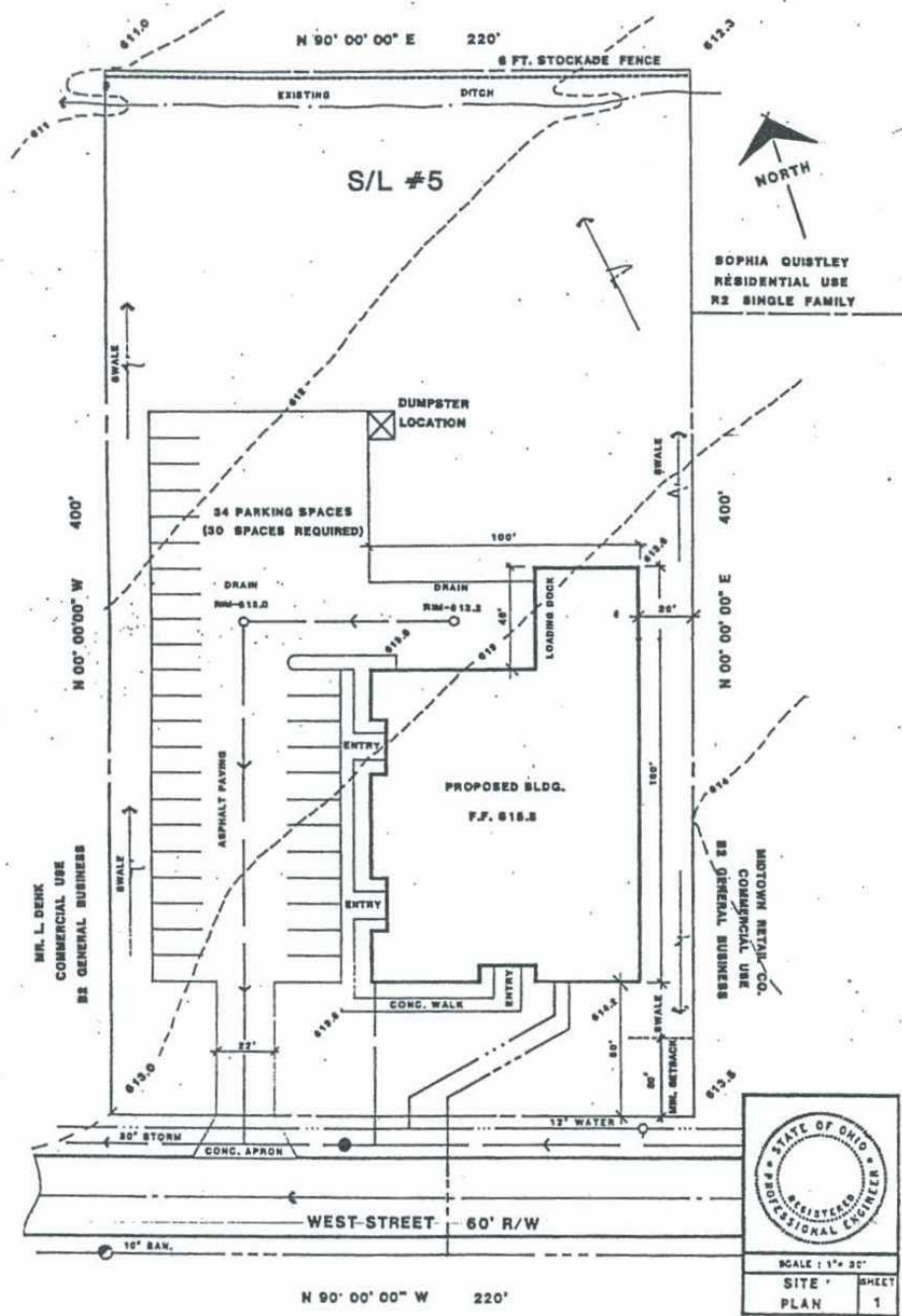
or concrete). If parking is underground, the extent of the underground garage and the location of ramps should be indicated.

- **Driveways and Ramps:** With dimensions, indicating vehicular circulation (if one way) and curbs (to be indicated by a double line). Show curve radii of curbs at all street access and driveway intersections.
- **Landscaping:** Location and identification of all landscaping features including planting beds, sodded areas, treatment of garbage collection areas and fencing including privacy fencing or screening. The type and location of lighting should also be included where appropriate.
- **Other Features:** With dimensions: retaining walls, protective railings, walks (indicating material), areas of recreation, play lots or areas to be landscaped, service and delivery access, outside garbage areas (to be screened on all sides), loading zones, road right-of-ways and easements (if any), and location of sewer and water lines. All property lines and public grounds on or adjacent to the subject site should also be indicated on the site plan.

An example of a site plan/off-street parking plan is attached.

It is noted that additional plans (drainage, landscaping, lighting, etc.) may be required by the Planning Commission and/or City Departments prior to the issuance of any building permits.

FIGURE 1
SITE PLAN



STATE OF OHIO
 REGISTERED
 PROFESSIONAL ENGINEER

SCALE: 1" = 30'

SITE PLAN	SHEET 1
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