

City of Galion

Design Review Application

Please check what Design Review Board you are apply for:

Galion Design Review Board- () Harding Way West Design Review Board- ()

Property Address _____

Applicant (If different than property Owner):

Name: _____

Phone: _____ Cell Phone _____

Building Information:

Age of Building: _____

Current use of historic property: () Commercial () Residential

Is this a Grant project: () Yes () No

If yes, has OHPO decision been received? (Please attach) () Yes () No

1. Indication any proposed exterior changes:

() New Structure () Addition () Fencing () Roof

() Windows () Signs () Siding () Demolition

() Doors () Lighting () Parking () Porch

(Other) _____

2. What type of materials will you be using for each change? (Be Specific) _____

3. Contractor Information: _____

4. If the application is for replacement windows- Please fill out the Application for Replacement of Historic Windows that is attached to this Application.

5. Please attach or list:

- All blueprints and drawings used for the changes.
- List all dimensions, and specifically show how the change will look in proportion to the building as a whole.
- Fabric samples if applicable

The Design Review Board shall make its decision within sixty (60) days after the application is first considered at a scheduled meeting. Please plan to attend the meeting when your application is reviewed, to answer any questions the Board may have.

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Ther approval/disapproval of this application does not, in any way, exempt the applicant from acquiring the necessary permits or licenses from the City of Galion Building & Zoning Department, by order of the City of Galion Codified Ordinances.

Applicant

Signature: _____ Date: _____

Property Owners

Signature _____ Date: _____

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For Board Use Only

Appreciation Received: _____ Received by: _____

Decision:

Approved _____ Denied _____ Conditions _____

Certificate of Appropriateness

A Certificate of Appropriateness Application must be submitted and approved by the respective Design Review Board before any environmental change shall be made to any property within Design Review District #1 and #2 or to any non-residential property within Design Review District #3. No Zoning Permit, Building Permit, or Certificate of Zoning Compliance shall be issued by the Building Inspector for any construction, reconstruction, alteration or demolition of any regulated structure now or hereinafter in any Design Review District unless a Certificate of Appropriateness has been authorized by the applicable Board.

STEP 1

Obtain a Certificate of Appropriateness Application from the following:

Secretary of the Design Review Boards

Galion City Hall

301 Harding Way East, Galion, OH 44833

419-468-4144 or Cell# 419-295-2690

Galion Building Inspector at

115 Harding Way East, Galion, OH 44833

419-468-2642 or Cell# 567-274-7440

STEP 2

The application for a Certificate of Appropriateness shall be made on such forms as prescribed by the Design Review Boards and by the Zoning and Building Department, along with such plans, drawings, specifications and other materials as may be needed by the Board to make a determination. At a minimum, such information shall include the following:

Building:

- A general narrative plan and description showing where proposed changes will be occurring.
- Color photographs of the building.
- Manufacturer' brochure/ product samples as needed for the job
- List the contractor for the job with his address and place of business.
- Awning fabric sample if applicable.

Signs:

- Scale and proportion of a sign relative to the building and district.
- A full and accurate description of the size of such sign.
- The graphic and lettering should be in scale, proportion and harmony with the sign, building, and the site.
- Use of traditional materials where appropriate such as wood, stone, or metal.
- Plastic materials are discouraged.
- How the sign will be affixed to the structure of building
- The method of illumination of the sign, if any.
- Total height of a freestanding signs including the bases.

STEP 3

Applications for the Certificate of Appropriateness shall be submitted and on file with the Secretary of the Design Review Board at least ten (10) days prior to the meeting of the Design Review District Review Board. The Secretary may contact you for further clarification and/or to schedule a site visit. The completed application is scheduled for the next Design Review Board agenda.

STEP 4

The Board shall determine whether the proposed environmental change will be appropriate to the preservation of the historic, environmental, or architectural character of the Design Review District, pursuant to the criteria listed in the guidelines of the district.

STEP 5

In determining the appropriateness of a specific environmental change, the Board may conduct a separate public meeting on the project and/or solicit input from consultants to the city.

STEP 6

After reviewing the Application, the Design Review Board will take one of the following action:

- Application approved as submitted.
- Application approved with changes.
- Application is continued to the next meeting for further discussion to address unresolved issues

- Application is denied.

If no action is taken by the Board within ninety (90) days from the date of the submittal of the application, the Certificate of Appropriateness shall be issued as a matter of law. The tabling of the application due to incomplete information provided by the applicant shall not be considered as "no action".

STEP 7

Should the Property/Business Owner disagree with the decision that was made by the Design Review Board their next step is as follows:

- Submit an appeal to the Board of Zoning Appeals
- If not approved by the Board of Zoning Appeals, they may appeal to the Court of Common Pleas in Crawford County
- The Design Review Board will defer to the Court's decision