

HOW TO APPLY FOR A CERTIFICATE OF APPROPRIATENESS

As defined under Chapter 99.06.E. – Certificate of Appropriateness of the City of Piqua Code of Ordinances, the City Historic Review Commission (CHRC) is empowered to approve requests for Certificate of Appropriateness. Any person, firm, corporation or agency may submit an application to the CHRC provided they are the owner or the owner’s representative of the property for which the application is being submitted.

The CHRC shall set a date for a public hearing once an application is filed and fees are paid. An application will only be considered complete when it includes ALL required documentation and fees. The basis for review is defined in Chapter 99.06.E.1. Please submit all application materials to: piquapermits@piquaoh.gov

Administrative Review. The City can administratively review (no CHRC review required) minor work which includes the list below. A completed COA Application is still necessary, but no Public Hearing is required.

- Any modification to an existing structure, previously designated as not historically significant by the CHRC, that the Community Services Director or his/her designee deems to have no impact on any surrounding historically significant structure. Modifications must be found by the Community Services Director to be reasonably fitting with the character of the Piqua Historic District.
- The construction of a new structure on a property within the Piqua Historic District. To qualify as minor work, the new construction must meet all standards of the City of Piqua Development Code without any variance.
- Repainting of previously painted surfaces. Applicants are encouraged to select from historic color palettes appropriate to the era of the Historic District. Applicants are required to use their painting choices to highlight architectural features of a building with use of accent colors and to avoid using the same color over all surfaces of a facade. Applicants are encouraged to select paint colors that do not match those of neighboring structures. The Development Director may not approve any fluorescent paint color as minor work;
- In-kind repair or replacement of existing siding, doors, windows, roofs, gutters and downspouts. The Community Services Director may not approve any deviation from the materials or appearance of any significant architectural feature;
- Installation of, or changes to, off-street parking and loading, including curb cuts;
- Replacement, removal or installation of fencing;
- The removal of structures or additions previously designated by the CHRC as not historically significant;
- The installation of signs that meet all standards of the City of Piqua Development Code (Title XV) without any variance unless otherwise stated to require CHRC review; and
- Temporary installation of residential lights, art displays, signs or decorations for a period of less than 60 consecutive days. This does not include commercially zoned properties.

Certificate Expiration. An application submitted for a Certificate of Appropriateness will expire if there is no activity within 60 days of the issuance of the Certificate.

Validity. A Certificate of Appropriateness remains valid for 180 calendar days. Construction of the change must be completed before the expiration of the issued Certificate of Appropriateness, unless approved.

Additional Permits. A COA is not a zoning permit. Additional permits may be required prior to construction.

A. DESIGNATION SUBMISSION QUESTIONS

1. Is your property located within the Piqua Historic District boundaries, or a Designated Landmark on the Piqua Historic Registry? See Map attached to the application.

Yes

No

2. Are you completing any of the following work, exclusively?

- Ordinary Maintenance or repair of the property (not including replacement of existing materials)
- Changes that were required by the Miami County Bldg. Official for public safety
- Interior Improvements of any kind
- Securing the property after it was compromised (i.e. broken window, boarded up door, etc.)

If your answer is **NO** to question one, or **YES** to any of question two you are not required to get a COA for work completed.

B. PROJECT LOCATION

Street Address:	Parcel ID Number:
Zoning District:	Current Use:
Existing Property Use:	

C. APPLICANT INFORMATION SAME AS OWNER (Do not complete this section)

Company Name:

Contact Person First Last Name:

Mailing Address:

Phone Number:	Email:
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D. PROPERTY OWNER INFORMATION

Company Name:

Contact Person First Last Name:

Mailing Address:

Phone Number:	Email:
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E. PROJECT DETAILS

1. Briefly describe the nature of the project (Please attached additional pages if necessary):

2. Type of work being completed:

- New Construction of Building (New building, addition or garage, shed, etc.)
- Exterior Building Alteration (Exterior changes to existing building, windows, doors, etc.)
- Restoration (Small scale remodel or individual architectural feature update – awning, etc.)
- Signage (Installation of a sign or graphic as defined within the Development Code)
- Exterior Painting where color is changing
- Demolition (Removal of any building features, or the razing of any structure)
- Other: _____

F. PROJECT COST / TIMELINE

Estimated Project Cost (Req'd):

Start Date:	End Date:
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G. SITE PLAN AND PHOTO REQUIREMENTS

Enclose the following **PHOTOS** of the property as it looks today. Please label the photographs. Digital photographs are preferred on a thumbdrive.

- Outside - Front
- Outside - Sides
- Outside - Rear

Provide a **SITE PLAN** of the property that includes the following:

- Property Lines
- Location of Structures on the property including accessory structures which label the distance from the property lines of each structure (setbacks).
- Location of work on property – New Construction includes location of new buildings, existing work includes labeling the side of the building or location on the site of proposed work.

FEES, PAYMENT, ETC.	
Application Fee: \$75	Payments made be completed by check, cash, or by credit card at the Municipal Government Center – 201 W. Water Street, Piqua, OH 45356.

ACKNOWLEDGMENT AND AUTHORIZATION	
The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.	
_____	_____
Applicant Name	Date
_____	_____
Applicant Signature	Title
_____	_____
Property Owner Name	Title
_____	_____
Property Owner Signature	Title