



# City of Wilmington

An Ohio Main Street Community  
*Certificate of Appropriateness for Exterior Changes*

## What is a Certificate of Appropriateness?

A Certificate of Appropriateness is a certificate issued by the Planning Commission stating that a change requested for a building or site in the Commercial Historic (H-1 Overlay) District is approved or approved contingent upon compliance with certain conditions.

See attached map for the boundaries of the Wilmington Commercial Historic (H-1 Overlay) District.

## Why do I need a Certificate of Appropriateness?

Historic preservation of exterior architecture adds value to buildings and businesses by creating a destination, a sense of place, for shoppers and patrons of downtown business. Design review and the issuance of Certificates of Appropriateness for design changes on the exterior of buildings helps to preserve the valuable architectural and design heritage of downtown Wilmington. Building owners and business owners are important partners in that process.

The City of Wilmington and its downtown businesses partner in creating a unique environment in which to do business—the Wilmington Commercial Historic District (H-1 Overlay District). The character of the Wilmington Commercial Historic District is maintained through public and private investment and public legislation. Without design review, the City would not be able to provide matching grant funds (when available) for building improvements. Without design review, valuable architectural features of downtown buildings would be lost.

## When should I apply for a Certificate of Appropriateness?

Building owners and lessees must obtain a Certificate of Appropriateness **before** any changes are made to the exterior buildings, signage, or landscaping in the H-1 Overlay Zone (the Wilmington Commercial Historic District). Change is defined as “any demolition, construction, reconstruction, or restoration of the exterior; placement of new landscaping; erection of new signs: as well as any material alteration in the landscaping; signage, exterior color or external architectural features of any property within the district.”

## What is the Application Process for a COA?

**Step 1:** (Suggested) Meet with staff from the Offices of the Director of Public Service/Building & Zoning. They can assist you in complying with the City’s Design Review process, building maintenance code, and/or sign ordinances.

**Step 2:** (Required) Complete the application for a Certificate of Appropriateness for Exterior Changes and return it to the Planning Commission Clerk, located in the Office of the Director of Public Services on the 2nd floor of the Wilmington Municipal Building.

**Step 3:** The Planning Commission meets as posted, usually once per month at the Wilmington Municipal Building. Applicants are encouraged to attend the meeting at which their application will be considered in order to answer any questions the Board may have.

**Step 4:** After the Planning Commission reviews your application, they will issue a Certificate of Appropriateness if the application is approved, issue a CA with modifications to your design, or deny the application. You should receive a letter within a week of their meeting.

## Other Consideration - Signs

If you are planning to install window or hardware-mounted signage on your building, it is advisable to first consult with the Building and Zoning Department. You will also need to complete a Sign Permit form and may need to pay a fee. Signs should not be made prior to obtaining a sign permit (if needed) and a Certificate of Appropriateness.

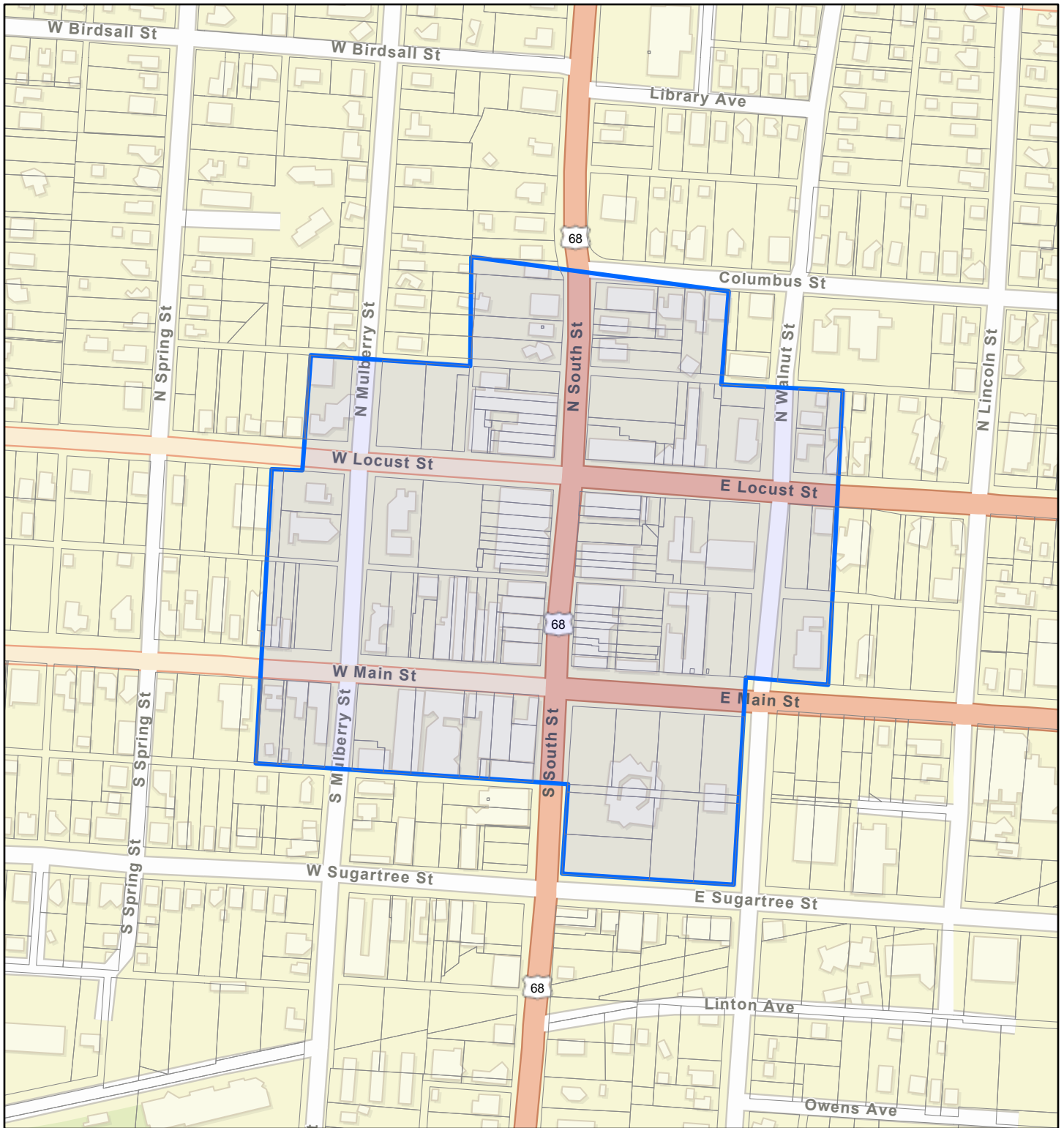
## Other Considerations - Exterior Changes

**Exterior changes need to be consistent with the Codified Ordinances of the City of Wilmington and the U.S. Secretary of the Interior’s Standards for Rehabilitation.**

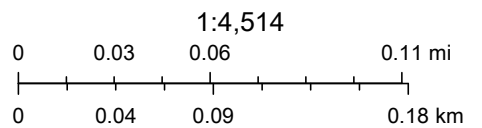
If you are planning exterior changes to your building (other than painting) it is advisable to first consult with the Building and Zoning Department. You may also need to complete a Zoning or Building Permit application and may need to pay a fee.

The Planning Commission has adopted an approved Color Palette and Font Palette for exterior signage and colors. Any color or font consistent with the historic character of the building or district, even if not on the approved list, may be approved by the Board.

# Wilmington Commercial Historic District (H-1 Overlay)



June 9, 2021





# City of Wilmington

## Certificate of Appropriateness Application

<b>1. APPLICANT ROLE</b>		<input type="checkbox"/> Owner	<input type="checkbox"/> Primary Contractor	<input type="checkbox"/> Architect	<input type="checkbox"/> Other
Job Contact Name: _____					
<b>2. PARCEL/PROPERTY INFORMATION</b>					
Parcel ID		Property Address			
Lot No.		Legal Description			
Is property located in the Wilmington Commercial Historic (H-1 Overlay) District? ( <i>Refer to attached map</i> )					<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If answer is "no" to above question, a Certificate of Appropriateness application is not required.</i>					
Property (Business) Name (If Commercial) _____					
<b>3. PROPERTY OWNER INFORMATION</b>					
Owner Name _____					
Street Address _____					
City		State		Zip	
Phone		Cell		Email	
<b>4. BUSINESS OWNER/LESSEE INFORMATION</b>					
Owner Name _____					
Street Address _____					
City		State		Zip	
Phone		Cell		Email	
<b>5. CONTRACTOR INFORMATION</b>					
Primary Contractor _____					
Street Address _____					
City		State		Zip	
Phone		Cell		Email	
Contact Person _____					
<b>6. DESCRIPTION OF PROPOSED CHANGES</b>					
Attach additional pages for description, project drawings, color and/or font palette, or supplemental visual aids as needed					
<b>General description of project</b> Additional pages attached: <input type="checkbox"/> Project narrative <input type="checkbox"/> Project drawings <input type="checkbox"/> List of materials <input type="checkbox"/> Examples of colors/fonts <input type="checkbox"/> Photograph of structure <input type="checkbox"/> Other					
<b>7. ACKNOWLEDGEMENT:</b>					
I understand that changes made to buildings in a designated historic district (such as the Wilmington Commercial Historic District) or to designated landmark properties, and/or the placement of signs, without the issuance of a Certificate of Appropriateness could subject me to enforcement action up to and including possible criminal penalties as stated in the Codified Ordinances of the City of Wilmington.					
Signature of Property Owner <b>(PROPERTY OWNER MUST SIGN)</b>			Signature of Lessee		



# City of Wilmington

## Certificate of Appropriateness

### Application Checklist

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- Description of proposed changes, including materials, dimensions, and color scheme (can be in the form of a drawing)\*:
- Photo of building façade or real property where changes will be made:
- Completed Application for Certificate of Appropriateness
- Applicant has reviewed the U.S. Secretary of the Interior’s *Standards for Rehabilitation*,\*\* H1 Overlay District Regulations, the City’s sign ordinance, and other criteria for evaluation set forth in the City’s Codified Ordinances:
- Complete and File Application for Certificate of Appropriateness with Clerk of Planning Commission:

**Submit to:** Planning Commission Clerk  
City of Wilmington Municipal Building, Room 265  
69 N. South Street  
Wilmington, Ohio 45177  
Telephone: (937) 382-6509  
[publicservice@wilmingtonoh.org](mailto:publicservice@wilmingtonoh.org)

\* Planning Commission-approved colors must be used. Examples of these colors can be obtained through paint retailers (such as Sherwin Williams), who have exterior historical color palettes. Paint swatch examples are also available from the Clerk of the Planning Commission, located on the second floor of the Wilmington Municipal Building, 69 N. South St., Wilmington, Ohio 45177.

\*\* <http://www.nps.gov/tps/standards/rehabilitation/rehabilitation-guidelines.pdf>

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#### For Office Use:

Date Received by Planning Commission Clerk: \_\_\_\_\_

Planning Commission review date: \_\_\_\_\_