

City of Wilmington, Ohio
An Ohio Main Street Community



**Application
For**

**Certificate of
Appropriateness**

**Exterior Changes
and Signage**

Applying for a Certificate of Appropriateness

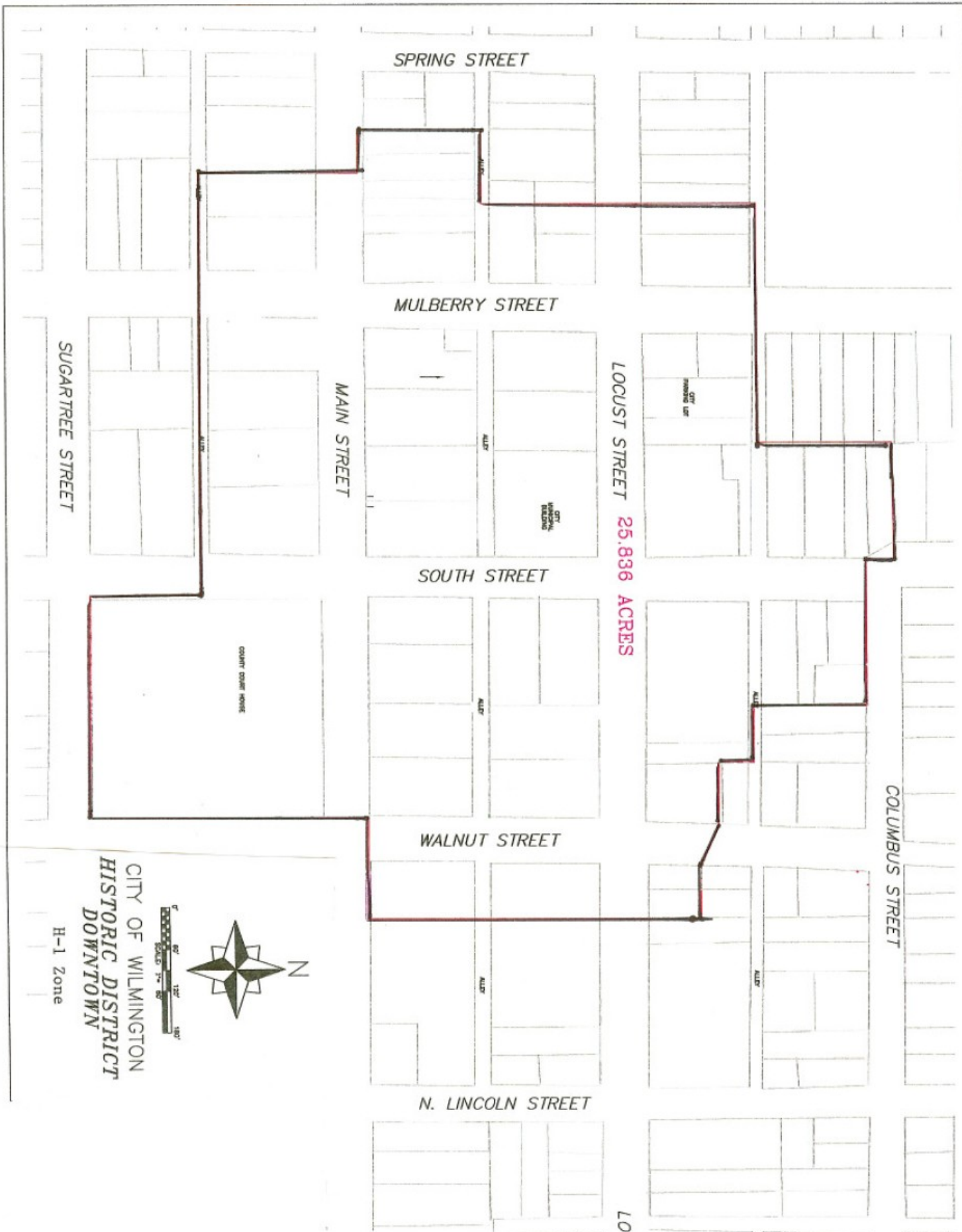
Why do I need a Certificate of Appropriateness?

Historic preservation of exterior architecture adds value to buildings and businesses by creating a destination, a sense of place, for shoppers. Even large developers are now trying to recreate that “quaint” or historic atmosphere in their new shopping malls. 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.

For over twenty years, the City of Wilmington and its downtown businesses have partnered in creating a unique environment in which to do business—the Wilmington Commercial Historic District (H-1 Zone). 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?

Before any changes are made to the **exterior of buildings, signage, or landscaping in the H-1 Zone** (the Wilmington Commercial Historic District). Building owners and lessees must obtain a Certificate of Appropriateness for any exterior change. 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.”



SPRING STREET

MULBERRY STREET

SUGARTREE STREET

MAIN STREET

LOCUST STREET 25.836 ACRES

SOUTH STREET

COUNTY COURT HOUSE

WALNUT STREET

COLUMBUS STREET

N. LINCOLN STREET



CITY OF WILMINGTON
 HISTORIC DISTRICT
 DOWNTOWN

H-1 Zone

LO

Exterior Changes

If you are planning to make any exterior change to your building or property in the H-1 Zone, you should complete an Application for a Certificate of Appropriateness prior to making any changes. It is advisable to consult with the Clerk of the Design Review Board or Code Enforcement official to discuss your project and find out what rules apply to your design or building change.

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.*

Exterior changes in the H-1 zone will require a Certificate of Appropriateness from the Design Review Board. Obtain an application for a Certificate of Appropriateness from the DRB Clerk—382-5134 or on-line at www.ci.wilmington.oh.us. The Design Review Board meets once a month if there is business to discuss. They are permitted to hold a special meeting if a building owner or business owner has a need to move quickly to make exterior changes.

There is a 10-day public posting period for all applications for a Certificate of Appropriateness, so please adjust your schedule for exterior changes accordingly.

Exterior changes should not be made prior to obtaining a Certificate of Appropriateness.

The Design Review Board 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.

Signs

If you are planning to install window or hardware-mounted signage on your building, it is advisable to first consult with the Code Enforcement Official. You may need to complete a separate Sign Permit form and pay a fee. Call the Building Department (382-5134) to learn more.

Exterior signage on buildings in the H-1 zone will also require a **Certificate of Appropriateness** from the Design Review Board. Obtain an application for a Certificate of Appropriateness from the DRB Clerk—382-5134 or on-line at www.ci.wilmington.oh.us. The Design Review Board meets once a month if there is business to discuss. They are permitted to hold a special meeting if a building owner or business owner has a need to move quickly to put up a sign.

There is a 10-day public posting period for all applications for a Certificate of Appropriateness, so please adjust your schedule for sign installation accordingly.

Signs should not be made prior to obtaining a sign permit (if needed) and a Certificate of Appropriateness.

The Design Review Board 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.

Procedure for Applying for a Certificate of Appropriateness

Step 1: (Suggested) Meet with the Chair of the Design Review Board (DRB), and/or the City Code Enforcement Official. They can assist you in complying with the City's Design Review process, building maintenance code, and sign ordinances.

Step 2: (Required) Complete the application for a Certificate of Appropriateness for Exterior Changes and return it to the Mayor's office on the 2nd floor of the Wilmington Municipal Building. The application will be reviewed by the City's Code Enforcement Official and then posted on the bulletin board in the Service Director's office for ten (10) days prior to the application being eligible for a Certificate of Appropriateness as determined by a hearing by the DRB.

Step 3: The DRB meets as posted, usually once per month, in the Mayor's conference room, 2nd floor, Wilmington Municipal Building. Applicants are encouraged to attend the meeting at which their application will be considered.

Step 4: After the Design Review Board 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 from the DRB within a week of their meeting.

Exterior Changes

Name of Applicant:

Certificate of Appropriateness

Application Checklist

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 a Certificate of Appropriateness _____

Applicant has reviewed the U.S. Secretary of the Interior's *Standards for Rehabilitation*,** Chapters 1301 and 1302, and the City's sign ordinance (Chapter 1167), and other criteria for evaluation set forth in Chapter 1302 of the City's Codified Ordinances: _____

Check here if you want the Design Review Board to choose colors for exterior changes/painting _____

* DRB-approved colors must be used and are available from the Building Department which is 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>

Name of Applicant:

Application for Certificate of Appropriateness

Submit to: Building Department
City Building, Second Floor
69 N. South Street
Wilmington, Ohio 45177
Telephone: 382-5458

Location of Building: _____

Property Owner Information:

Property Owner

Street Address

City

Zip Code

Telephone Number

Email Address

Lessee Information:

Lessee

Name of business in building, if any

Street Address

City

Zip Code

Telephone Number

Email Address

Name of Applicant:

Description of Proposed Change:

Please describe the proposed change(s) below, or add an attachment if necessary. Include a reasonably accurate drawing of the changes and any supplemental visual materials. Also include a list of specific materials to be used. Colors should be chosen from the DRB-approved color palette, or check here _____ if you want the DRB to choose colors for your building to compliment your building and the surrounding buildings. Attach samples and/or brochures if possible.

