

- City of Galion
Design Review Board
301 Harding Way East
Galion, OH 44833



Linda Chambers, Secretary
Phone: 419-468-1857
Fax: 419-468-7620

Property Location: _____

Property Owner: Name _____

Address _____

Phone _____ Email _____

Applicant: Name _____ Phone _____
(If different than property owner)

Current use of property: Commercial Residential

Indicate any proposed exterior changes to the following:

- | | | | |
|--|-------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Masonry | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Trim | <input type="checkbox"/> Sign | <input type="checkbox"/> Gutter |
| <input type="checkbox"/> Paint | <input type="checkbox"/> Deck/Porch | <input type="checkbox"/> Door | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Siding | <input type="checkbox"/> Window | <input type="checkbox"/> Parking | <input type="checkbox"/> Lighting |
| | | | <input type="checkbox"/> Roof |

Other: _____

Request: _____

What types of materials are to be used? _____

Is this a Downtown Grant project? Yes No

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

I hereby certify that the information contained in this application is accurate to the best of my knowledge and I am authorized to make this application as the property owner of records or I have been authorized to make this application by the property owner of record.

Authorized Signature: _____ Date: _____

Application Filed: _____ Hearing Date: _____

Decision: Granted 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.

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 1

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:

- (1.) A site plan showing building outlines, dimensions and landscaping. Color photographs of all sides of the building with relevant details and adjacent properties, if necessary.
- (2.) A complete description of the proposed environmental change, including additional photographs as may be needed
- (3.) An explanation by the applicant as to how the proposed activity is consistent with the purposes and guidelines of the Design Review Districts. Manufacturer' brochure/ product samples as needed.

STEP 2

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 3

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 4

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 5

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 6

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