



# CITY OF TOLEDO HISTORIC DISTRICT COMMISSIONS APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

One Government Center, Suite 1620, Toledo, OH 43604  
Phone: 419-245-1200 • Fax: 419-936-3730

Answer all the questions on this form and submit all required attachments. Incomplete applications will not be reviewed. If you have questions about application requirements contact the Toledo-Lucas County Plan Commissions at 419-245-1200 to ensure your application is complete.

**1. GENERAL INFORMATION**       Old West End     Westmoreland     Vistula

Property Address: \_\_\_\_\_

**Property Owner:**  
 Print Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**Contractor or Agent:**  
 Print Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_

I certify that all information contained in this application is true and accurate to the best of my knowledge.  
 Applicant/Owner Signature: \_\_\_\_\_

**2. APPLICATION CATEGORY (Check all that apply)**

Proposed improvements will affect the following elevations:

<input type="checkbox"/> Site Improvement/Driveway/Walkway	<input type="checkbox"/> Storage Shed/Garage	<input type="checkbox"/> Siding/Floor/Porch
<input type="checkbox"/> Replacement Windows/Doors	<input type="checkbox"/> Demolition	<input type="checkbox"/> Signs/Awnings
<input type="checkbox"/> New Construction/Additions	<input type="checkbox"/> Lighting	<input type="checkbox"/> Fences/Gates/Pergolas/Tuck pointing
<input type="checkbox"/> Roofs/Gutters/Downspouts/Deck/ Balcony	<input type="checkbox"/> AC/Mechanical	<input type="checkbox"/> Excavation
	<input type="checkbox"/> Other: _____	

**A Certificate of Appropriateness (COA) is a permit issued to allow for an exterior alteration or environmental change in the Historic Districts. An environmental change means any exterior alteration, demolition, removal or new construction.**

*For Office Use Only*

Date Received: \_\_\_\_\_ Application No. \_\_\_\_\_

Historic District:     Vistula     Old West End     City \_\_\_\_\_

Administrative Approval:  Yes  No      Signed: \_\_\_\_\_

Historic Commission Review Date: \_\_\_\_\_ Decision Date: \_\_\_\_\_

Certificate of Appropriateness Expires One Year from Date of Approval on \_\_\_\_\_

Approved     Denied     Deferred    Details: \_\_\_\_\_

.....

Appealed:     Yes \$25       No    If Yes, Date of Submission: \_\_\_\_\_

Hearing Date: \_\_\_\_\_ Appeal Decision:     Affirmed     Overturned

Decision Date: \_\_\_\_\_ Details: \_\_\_\_\_

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Certificate Issued on: \_\_\_\_\_ Signed: \_\_\_\_\_



## Requirements for Certificate of Appropriateness Application City of Toledo

The Historic District Commissions meet on the following:

Old West End	2 <sup>nd</sup> Monday of the Month* Collingwood Presbyterian Church 2108 Collingwood Avenue Fellowship Hall @ 5:30 p.m.
Toledo City Historic (Westmoreland) (Vistula)	4 <sup>th</sup> Monday of the Month* Collingwood Presbyterian Church 2108 Collingwood Avenue Fellowship Hall @ 5:30 p.m.

\*Dates subject to change due to holiday schedules (schedules are available upon request)

Applications to be reviewed by the Commissions must be submitted a minimum of 3 weeks prior to the meeting. A schedule for the Historic District Commission's meetings can be found at <http://toledo.oh.gov/Departments/PlanCommission/MeetingSchedules/tabid/308/Default.aspx> or in the office of the Toledo-Lucas County Plan Commissions.

Any exterior work, including repairs, on any property (contributing, non-contributing, or vacant) located in the Old West End, Vistula, or Westmoreland Historic District must receive a Certificate of Appropriateness before the work begins (See TMC 1103.0306 Certificate of Appropriateness). **If you have a question about the appropriateness of the work you want to do, or about whether a certificate of appropriateness is required, please call the Plan Commission at 419-245-1200 and staff will discuss it with you."**

Failure to obtain a Certificate of Appropriateness prior to performing work will result in a stop work order from the Division of Building Inspection and the applicant will be required to remove all improvements. Failure to comply will result in litigation. In addition to a Certificate of Appropriateness, a building permit must be obtained. Please contact the Division of Building Inspections at 419-245-1220 for more information.

In order to be reviewed by either staff or the Historic District Commissions, applications must be complete. The documentation listed below must be submitted with the application form. Copies of all drawings must be submitted. **Photos of existing conditions must be submitted for all projects. If the digital photos are submitted, please email them to [Toledo.PlanCommission@toledo.oh.gov](mailto:Toledo.PlanCommission@toledo.oh.gov). If digital photos are not submitted, please include labeled color copies of each photo at the time the application is submitted.**

# Requirements for Certificate of Appropriateness Application City of Toledo

## Submittal Requirements Checklist

1. **Fences/Gates/Pergolas/Sheds/Garages**
  - A site plan of the property showing the location of the fence, gates, garages, and/or pergola. The plan must show the property's dimensions.
  - A picture of the proposed structure. This can be an elevation drawing, sketch, brochure or photo of an existing shed, fence, gate, garage or pergola provided that the dimensions are included.
  - A description of the materials that will be used in the project.
  - Photo of the yard(s) in which the structure will be placed.
  
2. **New Construction/Additions**
  - Elevation drawings to scale of each façade indicating proposed alterations or additions. Drawing must clearly depict the existing building and the proposed changes.
  - Site plan showing lot dimensions, location and dimensions of existing building, location and dimensions of proposed addition, location of all exterior ground and roof mounted equipment.
  - Description and/or samples of materials to be used.
  - Where applicable, drawings and site plan of other improvements such as fences, walkways, lighting, decks, etc.
  - Photos of existing building or structure.
  
3. **Signs/Awnings**
  - Sketch or elevation drawing of the building façade with proposed sign/awning.
  - Dimensioned drawing of awning/sign. A dimension for lettering and spacing between lines is required.
  - Sample of colors.
  - Photo of building.
  
4. **Site Improvements/Driveway/Walkway/AC/Mechanical**
  - A survey of the property is required.
  - Site plan showing lot dimensions, location and dimensions of existing building, location and dimensions of proposed improvements.
  - Description and/or samples of materials to be used.
  - AC/Mechanical equipment must be screened by shrubs.

# Requirements for Certificate of Appropriateness Application City of Toledo

## Submittal Requirements Checklist

### 5. Replacement Windows/Doors

- Photos of building facades where replacement will occur.
- Photos of each deteriorated windows/doors.
- Dimensions of all replacement windows and doors and the existing dimensions of the openings.
- Pictures (brochures or photos) of the proposed windows/doors.
- Composition of proposed replacement window/doors.
- Written explanation of how the proposed replacement complies with Secretary of Interior's Standard's for Rehabilitation. Refer to *Toledo Municipal Code 1103.0306A* for additional information.

### 6. Siding/Flooring/Porch

- Photos of existing deteriorated materials.
- Description of replacement materials.
- Written explanation of how the proposed replacement complied with Secretary of Interior's Standard's for Rehabilitation.  
(See [http://www.nps.gov/history/hps/tps/download/standards\\_guidelines.pdf](http://www.nps.gov/history/hps/tps/download/standards_guidelines.pdf))

### 7. Roofs/Gutters/Downspouts

- Photos of building facades impacted by improvements.
- Description and/or sample of building materials to be used.

### 8. Relocation

- Provide a reason for the relocation.
- Explain what will be moved, where, why and any proposed changes.
- Include photos of the existing site and structure/building be moved and the proposed relocation site.
- Provide a dimensioned site plan of the new site showing the location and dimensions of the structure/building.
- Describe any site features which will be altered as a result of the placement of the structure/building.

### 9. Demolition of Structure

- See Section Written explanation of how the proposed replacement complies with Secretary of Interior's Standard's for Rehabilitation. Refer to *Toledo Municipal Code 1111.1108* for additional information. (See <http://toledo.oh.gov/LinkClick.aspx?fileticket=sWhrT9VYLgI%3d&tabid=304&mid=811> for details)