

City of Fremont DESIGN REVIEW COMMITTEE

Application for Certificate of Appropriateness



Application Instructions

Requirements

1. Please complete the attached application in full to be considered by the Design Review Committee.
2. Attach 5 color copies of supporting documents showing paint colors, drawings, etc.
3. Site plan drawings should show location, type, size, dimensions of proposed and/or existing structure and site features including footprint of structures, landscaping details, sidewalks, driveways, parking areas, freestanding signs, fencing and light locations.
4. Building elevations drawings should show the front, rear and side elevations of the proposed structure(s) which includes the color of all materials (i.e., siding, windows, doors, roof, gutters, lighting, trim, utilities, etc.)
5. When possible, please include photographs of the building site and surrounding properties. In the case of an alteration and/or addition, photos shall depict existing structures and their relationship to adjacent property.
6. For signage, please attach a drawing of the building (to scale) with the sign in place and a drawing of the lettering in color indicating where each color is to be used.
7. Please check all areas that apply to the application under the section "Scope of Project"
8. Application must be signed by both the applicant and property owner.
9. Approvals of projects are valid for one year.
10. Incomplete applications will be returned

Due Dates

The Design Review Committee meets on the first Tuesday of each month. Applications are due at least 14 days prior to the next meeting of the Design Review Committee or it will be reviewed the following month.

Submission

1. Please submit application to:

Engineering / Zoning Department
323 S Front St
Fremont, Ohio 43420

P: 419-334-8963
F: 419-552-5028

Application for Certificate of Appropriateness

Downtown Historical District / Fremont, OH

APPLICANTS NAME

TELEPHONE

APPLICANTS ADDRESS

APPLICANTS EMAIL ADDRESS

DATE OF REQUEST

ADDRESS OF PROPERTY (WHERE CHANGE WILL BE MADE)

PROPERTY OWNER

PROPERTY OWNERS ADDRESS

PROPERTY OWNERS TELEPHONE

PROPERTY OWNERS EMAIL ADDRESS

COMPANY COMPLETING/DESIGNING PROJECT (IF APPLICABLE)

ADDRESS

TELEPHONE

COMPANY'S WEBSITE ADDRESS

Have you reviewed the Design Review Committee regulations at fremontohio.org? YES NO

Is the structure in question on the National Register of Historic Places? YES NO

ESTIMATED START DATE OF PROJECT

ESTIMATED COMPLETION DATE

Type of Work

New Construction

Demolition of Structure

Rehabilitation of Existing

Scope of Project

Removal of Significant Architectural Features

Parking Lot

Steps

Porch and/or Patio

Painting

Fence

Addition

Awnings

Landscaping Design

Sign

Facade

Outdoor Lighting

Roofing

Other _____

Provide a description of the work to be completed.

If you will be using paint for any of the projects, provide information regarding the color you will be using. Five of each color sample should be included with the application.

Base _____ (color) Trim _____ (color) Other _____ (color)

Attestation

I attest that the information contained in this application is true and correct to the best of my knowledge. I further acknowledge that I am responsible for making the improvements in conformance with the plans after obtaining approval by the Design Review Committee and that any modifications to the approved plans must be re-submitted to the Committee for review and approval prior to executing said modifications.

APPLICANT SIGNATURE

PROPERTY OWNER SIGNATURE

PRINT NAME

PRINT NAME

Office Use Only

DATE RECEIVED: _____

RECEIVED BY: _____

Engineering / Zoning Department

Under Review

Conditionally Approved

Denied

Variance

Approved

Other _____

Comments

SIGNATURE

DATE

Design Review Committee Decision

Approved

Conditionally Approved

Denied

Comments

REVIEW COMMITTEE

DATE