



**FOR LANDMARKS USE ONLY**

Case #: \_\_\_\_\_

Date/time recv.: \_\_\_\_\_

Recv. by: \_\_\_\_\_

Review Type:  Landmarks  Admin

SPRINGFIELD HISTORIC LANDMARKS COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

**A. PROJECT**

1. Project Name: \_\_\_\_\_

2. Application Type & Project Description (*attach additional information, if necessary*):

3. Address of Subject Property: \_\_\_\_\_

4. Parcel ID Number(s): \_\_\_\_\_

5. Size of subject property: \_\_\_\_\_

7. Existing Use of Property: \_\_\_\_\_

**B. APPLICANT**

1. Applicant's Status (*attach proof of ownership or agent authorization*)  Owner

Agent (*agent authorization required*)  Tenant (*agent authorization required*)

2. Name of Applicant(s) or Contact Person(s): \_\_\_\_\_

Title: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

City of Springfield ■ Community Development Department ■ Planning & Zoning Division

City Hall: 2<sup>nd</sup> Floor • 76 E High Street • Springfield, Ohio 45502  
Phone: 937.324.7674 • Fax: 937.328.3558

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Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email \_\_\_\_\_

3. If the applicant is agent for the property owner:

Name of Owner (title holder): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

C. Additional Information

1. Is there any additional contract for sale of, or options to purchase, the subject property? Yes No

If "yes," list names of all parties involved:

\_\_\_\_\_

Is the contract/option contingent or absolute? Contingent Absolute

**I/WE CERTIFY AND ACKNOWLEDGE THAT THE INFORMATION CONTAINED  
HEREIN IS TRUE AND CORRECT TO  
THE BEST OF MY/OUR KNOWLEDGE.**

\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant Signature of Co-applicant

\_\_\_\_\_/\_\_\_\_\_  
Typed or printed name and title of applicant Typed or printed name of co-applicant

**Work Summary:**

Please place a check at the proposed work item(s) and explain the work fully on the following pages. (Attach extra sheets as necessary). References to the pertinent section of the Springfield Guidelines for Historic Structures follow each work item, as appropriate.

- Foundations (Sec. V., pg.38)
- Masonry (Sec. V., pg.42)
- Wood Siding & Trim (Sec. V., pg.48)
- Roofs, Dormers, Skylights and Other Features (Sec. V., pg.52)
- Gutters and Downspouts (Sec. V., pg.58)
- Windows (Sec. V., pg.60)
- Doors & Entrances (Sec. V., pg.66)
- Porches (Sec. V., pg.72)
- Storefronts (Sec. V., pg.76)
- Awnings & Canopies (Sec. V., pg.80)
- Signage (Sec V., pg.84)
- Cornices, Parapets & Upper Facades (Sec. V., pg.88)
- Paint Color (Sec. V., pg.90)
- Adaptive Use (Sec. V., pg. 94)
- Access for the Disabled (Sec. V., pg.96)
- Historic Carriage Houses, Garages & Outbuildings (Sec. V., pg.98)
- Historic Landscape Features (Sec. V., pg.100)
- Energy Conservation (Sec. V., pg.106)
- Demolition:  Full  Partial
- Other

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**Detailed Discussion of Proposed Work**

(Please provide as much detail as possible regarding the proposed selected activities – attach additional sheets as necessary)

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# **REQUIRED SUBMITTALS CHECKLIST**

**(AS APPLICABLE TO PROPOSED PROJECT)**

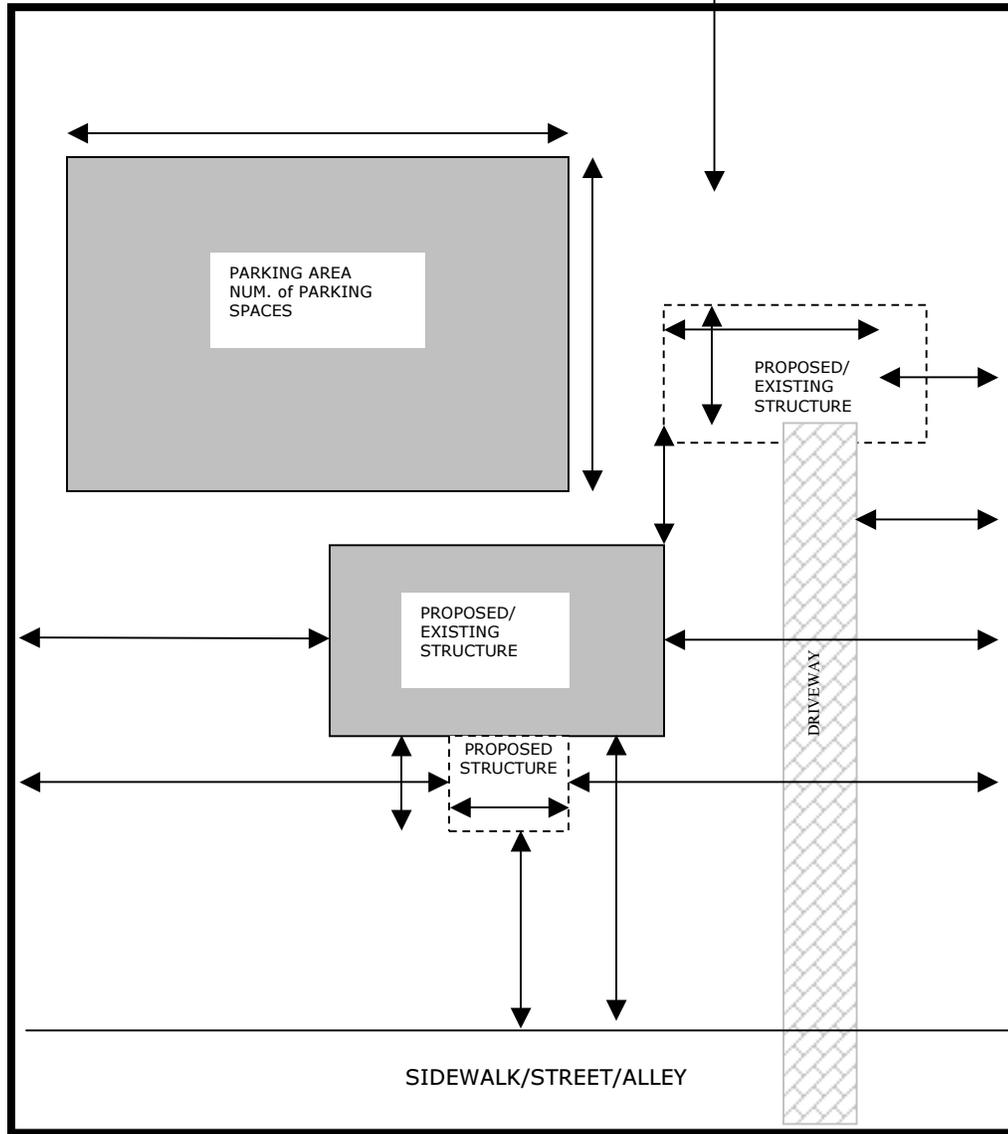
1. General Application
2. Work Summary Checklist and Detailed Description
3. Materials List
4. Site Plan
5. Sketches or Drawings Clearly Showing the Proposed Work, as Applicable
6. Color or Materials Samples, as Applicable
7. Detailed Cost Estimates
8. Anticipated Schedule and Timetable to Complete the Repairs
9. Photographs of the Structure Including Views of All Sides, “Streetscape” Views Showing the Relationship of the Structure to Other Properties on the Street, and Detailed Photographs of all Exterior Areas Where the Proposed Work is to Take Place
10. Rationale for Alterations as Proposed

**\*\*Applications will not be considered if incomplete\*\***

For additional information on completing the application and for general information on historic structures in Springfield, refer to the “Springfield Guidelines for Historic Structures”. Please review Section I, Introduction, beginning on page 4 of the guidelines for general guidance and the format for obtaining a Certificate of Appropriateness. The Guidelines are available in the Community Development Department on the second floor of City Hall at 76 E. High Street or on the City’s website at [www.springfieldohio.gov](http://www.springfieldohio.gov).

**For questions concerning the Certificate of Appropriateness procedures and the application schedule, please contact the Planning and Zoning Division at (937) 324-7674 or via email at [sthompson@springfieldohio.gov](mailto:sthompson@springfieldohio.gov).**

# Sample Site Plan



**Directions:**

- 1) Show all dimensions of existing & proposed structures and distances from property lines, streets, and alleys.
- 2) Show all dimensions of existing & proposed impervious surfaces (ie. concrete/blacktop surfaces)/parking areas, including number of parking spaces, and distances from property lines, streets, and alleys.
- 3) Indicate whether structures are covered or uncovered (ie. deck or porch with roof).