



**CITY OF GREENVILLE**  
**ARCHITECTURAL REVIEW BOARD**  
Municipal Building, 100 Public Square, Greenville, OH 45331  
PH 937-548-4930  
[www.cityofgreenville.org](http://www.cityofgreenville.org)

## **CERTIFICATE OF APPROPRIATENESS INFORMATION**

The Historic Downtown District welcomes you to our community. Citizens accept a stewardship responsibility when owning property within this district, as stewards of such important historic buildings. Property holders enjoy the advantage of increased economic value and also share a responsibility for helping maintain the distinctive qualities that make our district unique.

### **What is a Certificate of Appropriateness (COA)?**

All property/business owners are required to obtain a COA **before** making any exterior changes. The COA is required for all proposed exterior changes (paint, windows, door, etc), adding or changing signs (including in/on window), new construction, and demolition within the Architectural Review District (ARD) of the City of Greenville, Ohio.

### **Where to Begin**

- a) Contact the **City Planning & Zoning Department** (Municipal Building, 100 Public Square – phone: 937.548.4930) for forms and guidelines. Contact **Main Street Greenville** (421 S. Broadway – phone: 937.548.4998) for technical / design assistance.
- b) Fill out application completely, along with the required photos, color chips, examples, etc., and return to the City P&Z Dept. by the scheduled date.
- c) The applicant or a representative is advised to attend the meeting to answer any questions the Board may have. Your attendance will help avoid any delay of the application.

### **COA Approval & Zoning Permit Process**

- a) When the COA application is approved, check with the City Planning & Zoning Office to see if a zoning permit is required. When the zoning permit application is approved, the permit can be picked up and the permit fee paid at the Utility Office – 100 Public Square.
- b) **If no zoning permit is required**, work can begin after the approval meeting.

### **What is a Designated Downtown Historic Property?**

A designated historic property is one located within Downtown Enterprise and Architectural Overlay zoning districts defined by the Greenville City Zoning Code.

### **Who Are the Architectural Review Board Members?**

Members of the ARB are appointed by the Mayor of Greenville. They are downtown business and property owners, design and construction professionals, and historic preservation advocates. They are local residents who volunteer their time to help preserve the historic integrity that our downtown buildings provide to the City of Greenville.

### **What Does Architectural Review Board Do?**

One of the primary goals of the Architectural Review Board is to work closely with property and business owners to find suitable plans that meet their current needs yet are still sensitive to the historic character of the AR District.

### **Standards and Guidelines**

The ARB is authorized and regulated by Ordinance No. 99-57 (and authorized revisions), specifically Articles XXI – Downtown Enterprise District (DE) and XXVIII– Architectural Review Overlay District (ARD) of the city zoning regulations. The ARB uses the Secretary of the Interior’s Standards for Historic Preservation Projects, as well as the Historic Downtown Greenville Design Guidelines to determine the appropriateness of the proposed exterior changes.

**ARB Applicant & Property Information**

**Certificate # \_\_\_\_\_ -ARB- \_\_\_\_\_**

Applicants are encouraged to communicate clearly, submit complete applications, and attend the public meeting to enable a clear understanding of the project and to avoid any delay.

1. Address of Property/Work : \_\_\_\_\_

2. Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

3. Present Use of the Property: \_\_\_\_\_

Intended Use of the Property: \_\_\_\_\_

4. Date you would like to begin work: \_\_\_\_\_ Date you plan to complete work: \_\_\_\_\_

**Project Information & Description of Proposed Work (Use Additional Sheets if Necessary)**

Describe the proposed project in detail including all changes to the building, site, any signage added or changed. Include all features to be removed, altered and/or added. Indicate all materials to be used and the manufacturer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Materials to Submit With the Application**

Please email to [jcross@cityofgreenville.org](mailto:jcross@cityofgreenville.org) and also submit with the application:

- Color Photos:** Include photos of entire front of building and close ups of the specific areas to be changed.
- Signage or Graphics:** Include same photo information as stated above for signage to be placed on a building or on a window or directly behind the window. Measurements and visual renderings of signage must be submitted.
- Drawings for conceptual review, new construction or graphics/signage:** Measurements and visual renderings of project.
- Material Samples/Manufacturer's Brochures:** Material samples and brochures which show and describe the materials to be used (i.e. brochures on doors, windows, etc). All exterior painting must be described and shown in detail along with paint samples/chips and photos.
- Site Plan:** A site plan must be included for new construction, additions, site graphics, demolition, lot splits, fencing, and major landscaping projects. The plan must show property lines, all existing structures and/or landscaping in question, and their relationship to adjacent structure(s).
- Demolition:** Removal of any building feature(s) or the razing of any structure(s). For all demolitions, the applicant must include a written reason for the demolition, the proposed reuse of the site, evidence of funding, a time frame for project initiation, and clean-up or repair plans.
- Other Items Submitted:**

I have read the introduction and will comply with the referenced Architectural District Regulations and Guidelines. I certify that I the applicant have been authorized by the owner to commit to changes proposed by the ARB.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS SHEET IS FOR SIGN & AWNING APPLICANTS ONLY**

Business Name \_\_\_\_\_

Address of Building \_\_\_\_\_

Length of Building Wall that Sign Will Be Attached \_\_\_\_\_

Size of Window that Sign Will Be In/On \_\_\_\_\_

- o Attach a Professional Rendering of Sign IN COLOR Showing Placement of the sign on the Building, Window, Awning or Door.

Also include paint company name, color names & color swatches from a paint brochure (include brochure).

- o *SIGN SPECIFICATIONS:*

Length & Width of New Signs (boxed) \_\_\_\_\_

Length & Width of Existing Signs that Will Remain \_\_\_\_\_

Material of Signs \_\_\_\_\_

Material of Lettering \_\_\_\_\_

- o *ADDING AWNING / AWNING SIGN:* Attach Professional Rendering of Awning in Color & Show Awning Placement on Building. If awning has a sign, also include sign on this rendering.

Size of Awning \_\_\_\_\_ Material of Awning \_\_\_\_\_

How Will Awning Be Attached? \_\_\_\_\_

*Note: Maximum sign size allowance is 40 square feet total.*