

Certificate of Appropriateness Application

Village of McComb – Design Review Board

Applications must be submitted to:

Village of McComb - Design Review Board

210 East Main Street, PO Box 340 / McComb, OH 45858 / (419) 293-4300 (p) (419) 293-4301

(f)

For Staff Use Only:

Check One: CDBG Funds Owner Funds Other Grant List Name

Project Number:

Review Date:

Approval Date:

Authorization Signature:

Copy to Owner

Copy to Village Administrator

Property Information

Landmark Name if Applicable:

Street Address:

Preservation District Designation Date:
July 11, 2022

Applicant

Name/Title:

Business:

Mailing Address:

City/State/Zip:

Phone:

Mobile:

Email:

Owner (if other than applicant)

Name:

Mailing Address:

City/State/Zip:

Phone:

Mobile:

Email:



Certificate of Appropriateness Application Checklist

<p>Pre-application conference with Design Review Board Secretary: Though optional, this will assist applicant in determining what is required. This should be scheduled prior to the submission of this application.</p>	
<p>Color Photos: Submit 4 x 6 photographs or digital photos. Include photos of each side (elevation) of the building, the site to be altered, and close ups of the specific areas to be changed.</p>	
<p>Site Plan: A site plan must be included for new construction, additions, signage/graphics, removal of architectural features, demolitions, and lot splits. The site plan must show property lines & setbacks, footprint of all existing structures and landscaping, and their relationship to adjacent structures/properties.</p>	
<p>Drawings: Elevations drawings if applicable to the project, showing the view from front, sides, and rear of structures must be submitted.</p>	
<p>Material Samples/Manufacturer's Brochures: Submit samples and brochures that show and describe the materials to be used (i.e. paint chips, color swatches, doors, windows, siding, trim, molding, porch & balcony components, etc.)</p>	

Signatures:

I certify that I have read the Application and that the information I have included, and any accompanying documentation, is complete and accurate to the best of my knowledge. I also understand that the applicant/owner must obtain the necessary permit(s) in order to begin work. I further certify that, if filing as the Applicant, authorization was obtained from the property owner as indicated by their signature below.

Signature of Property Owner Date

Printed Name

Signature of Applicant Date

Printed Name