

VILLAGE OF HARTVILLE
ARCHITECTURAL REVIEW BOARD
202 W. MAPLE STREET
HARTVILLE, OH 44632
330-877-9222 Fax: 330-877-9778

CERTIFICATE OF APPROPRIATENESS APPLICATION

Filing Date: _____ File No. _____

Applicant Name: _____

Address: _____

Home Phone: (____) _____ - _____ Work/Cell Phone: (____) _____ - _____

Owner Name (if other than applicant): _____

Owner Address: _____

Historic Property

Street Address: _____

Lot Number: _____ Zoning District: _____

Type of Change (check all that apply)

Alteration Repair Addition

New Construction Demolition Other

Work being performed by:

Architect or Engineer: _____ Phone: _____

Building Contractor: _____ Phone: _____

Other: _____ Phone: _____

For Official Use Only

Hearing Date: _____ Notes: _____
Approved / Denied _____

Required Attachments to this Application:

- Site Plan
- Detail Drawing(s)
- Signage or Graphics
- Materials Sample(s)
- Elevations
- Other _____
- Photos/Brochures of Similar properties (4x6 or larger)
- 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 and a time frame for project initiation.

(Please discuss appropriate photographs/materials with the Architectural Review Board prior to application submission)

Description of Proposed Work: (attach extra sheets as needed)

Please read and initial the following statements:

- _____ I am the owner of this property, or
- _____ I am acting on behalf of the owner(s) of this property and have attached a letter from the owner(s) indicating their knowledge of this application.
- _____ The information on this application represents an accurate description of the proposed work. I have omitted nothing that might affect the decision of the Historic Architect Review Board.
- _____ I will attend (or send a representative to attend) the public hearing of this application before the Historic Architect Review Board.
- _____ I understand that issuance of a Certificate of Appropriateness is not an authorization to begin work.

Applicant Signature

Date



VILLAGE OF HARTVILLE

CERTIFICATE OF APPROPRIATENESS APPLICATION

The Certificate of Appropriateness review process is designed to preserve the distinct character of Hartville's designated historic properties and the integrity of its older neighborhoods.

What is a Designated Historic Property?

A property that is listed in Hartville's Historical Business District.

Certificate of Appropriateness Application

All owners of designated historic properties in Hartville are required to obtain a Certificate of Appropriateness before making any exterior changes to their property.

Standards and Guidelines

The Architectural Review Board use the Standards specified in the Zoning Ordinance, Section 11, to determine the appropriateness of proposed exterior changes to the buildings and sites under their jurisdiction. A copy of the Village Code and/or your district guidelines can be obtained by calling the Village office at 330-877-9222.

Where to Begin

- 1) Contact the Village Hall at 330-877-9222.
- 2) Obtain a copy of the Village Zoning Ordinance and the Secretary of the Interior's Standards, which explains the guidelines for your district and read them carefully.
- 3) Complete the application which pertain to your proposed project and sign the application.
- 4) Once the paperwork is returned to the Village Office, an Architectural Review Board meeting will be scheduled within 25 days upon receipt.
- 5) Notify all property owners abutting the property in question.
- 6) Attend the hearing to present your case to the Board. The applicant or the applicant's representative must be present at the hearing for a case to be heard.
- 7) If the project is approved, the Certificate will be available after the Chair signs it, typically two business days after the hearing.
- 8) Obtain the necessary permits through Stark County.
- 9) Display the Certificate where it is visible from the street.
- 10) Certificates expire in one year.

Where to Send Completed Applications

The Village of Hartville
202 W. Maple Street
P.O. Box 760
Hartville, OH 44632

Certificate of Appropriateness

When the Architectural Review Board approves your proposal, a Certificate of Appropriateness will be issued. The Certificate is not a permit for work. The Certificate must be taken to the Stark County Building Department 330-451-1770, in order to obtain the proper permits and fees for the building.

The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.