

CERTIFICATE OF APPROPRIATENESS APPLICATION

City of Cleveland Heights

Application available at www.clevelandheights.gov/forms

Project Number _____

Date Submitted _____



When the owner of a Landmark property or property within a Local Historic District (or property under Permit Referral during designation process) wishes to undertake any building change, exterior alteration, new construction, or demolition, the owner shall, in addition to applying for a building/demolition permit, apply for a Certificate of Appropriateness.

Contacting the Department of Planning & Development

Prospective applicants are strongly advised to consult with Planning & Development Department staff before submitting an application. Staff members will explain the process and make applicants aware of the regulations that apply to their projects. Please contact Planning & Development staff at 216.291.4878 or via email at planning@clevelandheights.gov.

Application process

The following materials should be included with all applications, submitted digitally:

- (1) **Completed application form** (digital, p. 2);
- (2) **A detailed written description of the proposed alteration, demolition or new construction and how it will comply with the Rehabilitation Standards** (digital, Standards on page 4);
- (3) **Scale drawings, plans, elevations in an 8-1/2-by-11 or 11-by-17 format, or, if necessary to maintain legibility, a larger format** (digital);
- (4) **Proof of control of the property by ownership, option, or lease** (digital);
- (5) **Consent to Access Property** (digital); and
- (6) **\$25 Application Fee.**

The application may be submitted via email in one combined PDF document. If the applicant wishes to submit paper copies instead, please make arrangements with the Planning Department at planning@clevelandheights.gov or 216.291.4878.

Public hearing and Landmark Commission review

At the Landmark Commission meeting, staff and the applicant will make presentations regarding the proposed alteration, demolition or new construction. Neighbors and other interested parties, who will be notified in advance of the hearing by mail, will have the opportunity to comment during the public hearing portion of the meeting. The Landmark Commission may approve, modify, or reject the proposal, or it may postpone making a decision to consider or seek additional information. It is the Landmark Commission's responsibility to make decisions based on the facts presented, within the framework set by the Landmark Ordinance, including the Rehabilitation Standards on page 4. If the Landmark Commission does not act on the request within ninety days of application, the request will be deemed approved. Upon approval, the Secretary of the Landmark Commission will prepare a Certificate of Appropriateness for the applicant.

If an application for demolition is rejected, the Commission and City staff shall negotiate with the applicant to find a means of preserving the property. If after a four-month period of meaningful and continuing discussions, no alternative is found, the parties may, by mutual consent, agree to an extension to continue negotiations. If, at the end of the four-month period or agreed upon extension, no alternative is found, the Building Department shall issue a permit for demolition without a Certificate of Appropriateness.

Other approvals

The granting of a Certificate of Appropriateness does not imply the issuance of a Building Permit or the approval of specific plans by the Building Department, Architectural Board of Review, or other City entities. Questions about permits may be addressed to the Building Department at 216.291.4900.

CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

Please type or print clearly

Project number _____

Date submitted _____

Contact information:

Applicant(s) _____

Phone _____

Applicant(s) e-mail address _____

Address of subject property _____

Mailing address of applicant _____

Applicant's representative, if any _____

Phone _____

Applicant's representative e-mail address _____

Address of representative _____

Property owner, if different from applicant _____

Phone _____

Property owner's e-mail address _____

Address of property owner _____

Required supporting documentation:

- Copies of completed application (digital)
- Detailed written description of project (digital)
- Site plans (digital)
- Elevations (digital)
- Proof of ownership, option, or lease agreement (digital)
- Consent to Access Property (digital)
- Floor plan (drawn to scale)
- Application Fee (\$25)

Verify with staff if additional supporting documentation is required and/or if a required supporting document is not applicable.

Applicant's Signature _____ Date _____

Please print name _____

CONSENT TO ACCESS PROPERTY

I, the undersigned responsible party (owner, occupant, tenant, or agent for the property owner) of the property described herein, do hereby consent to entry upon said property, at a reasonable time and to the extent necessary, by the City of Cleveland Heights and its officers, employees, and/or agents for the purpose of inspecting said property for compliance with the City's Zoning, Housing, and/or Building Codes. I further certify that I have authority to grant access to said property.

Property Address

Signature of Responsible Party

Name of Responsible Party (please print)

I am the: owner occupant tenant agent for property owner

Telephone Number

Date

**PLEASE NOTE THAT FAILURE TO CONSENT TO A SITE INSPECTION OF YOUR PROPERTY
MAY CAUSE DELAY IN YOUR APPLICATION AND/OR MAY CAUSE YOUR APPLICATION TO
BE CONSIDERED INCOMPLETE.**

Landmark Commission Rehabilitation Standards

Designs for Certificates of Appropriateness shall be reviewed keeping in mind the Secretary of the Interior's Standards for Rehabilitation (<https://www.nps.gov/tps/standards/rehabilitation.htm>) which, at a minimum, consider the following exterior architectural features and design criteria:

- (a) Height
- (b) Proportions of windows and doors
- (c) Relationship of building masses and spaces
- (d) Roof shape
- (e) Building material and color
- (f) Scale
- (g) Detailing

Historic Preservation Design Guidelines

On October 11, 2021, the Cleveland Heights Landmark Commission adopted Historic Preservation Design Guidelines. View the guidelines here:

https://www.clevelandheights.gov/DocumentCenter/View/9836/Cleveland-Heights-Historic-Preservation-Design-Guidelines_adopted?bidId=