

\*\*FOR OFFICE USE ONLY\*\*

DATE RECEIVED



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PERMIT NUMBER

**Historic Subdistrict (check one)**

Downtown Core

Residential

Transitional

Address

Business Name

Applicant Name / Contact Person

Phone

Address

Email

Property Owner (if different than Applicant)

Phone

Address

Email

\*If the Applicant is not the owner of the property, the Property Owner is required to sign the application to authorize proposed changes.

**Project Type**

Sign, Graphics, or Awnings

New Construction

Exterior Building / Site Alterations

Demolition Permit(s)

Other (specify):

**Work Description (please type or print legibly)**

Describe the proposed project in detail, describing materials and colors proposed, including all changes to the building, site or lot. Include all features to be removed, altered, or added and provide a narrative of why the particular type of construction or other environmental changes are being proposed. Indicate all materials to be used. Attach additional sheets as needed.

**Materials to submit with application:** 1 electronic copy (unlocked PDF) and 1 color hard copy of your HPC COA Application submission. In addition, if required to appear before the Historic Preservation Commission and have architectural drawings, please provide nine (9) color 11" x 17" hard copies. Your submission should include:

- Check made payable to the City of Delaware in the amount of \$55.00
- Legible Photographs, digital copies or copied from a negative, not photocopied
- Site Plans showing view from above, plus elevation plans showing the view from front, sides, and rear
- Drawings for new construction, modifications or signs showing *dimensions, setbacks, colors, and specifications* of any window, door, trim, lintel, sign, base, header, or other element to be installed/modified
- Material samples or manufacturers brochures which show and describe materials to be used
- Color samples such as manufacturer paint chip cards or brochures depicting proposed color selections
- Interior floor plans, where appropriate

**Variance Explanations:** If the Applicant believes that strict application of the Standards and Guidelines for the Historic District will create a substantial economic hardship or that there is an unusual and compelling circumstance, a narrative to support a Variance from, or waiver of, the Code requirements may be submitted. The Variance or waiver shall be granted only if the Commission deems that at least one of the following six (6) criteria is met:

1. Substantial economic hardship:

- a. Denial of a certificate shall result in a substantial reduction in the economic value of the property.
- b. Denial of certificate shall result in a substantial economic burden on the applicant because the applicant cannot reasonably maintain the property in its current form.
- c. No reasonable alternative exists consistent with the architectural standards and guidelines for the property.

2. Unusual and compelling circumstances:

- a. The property has little or no historical or architectural significance.
- b. The property cannot be reasonably maintained in a manner consistent with the pertinent architectural standards and guidelines.
- c. No reasonable means of saving the property from deterioration, demolition or collapse other than applicant's proposal exists.

**Deadline:** Applications must be submitted THIRTY (30) DAYS prior to the Historic Preservation Commission meeting.

**Public Notification:** Staff will notify property owners within 150' of the site as required.

**Meeting Date/Time:** 4<sup>th</sup> Wednesday of each month at 6:30 pm in Council Chambers on the second floor of Delaware City Hall, 1 South Sandusky Street, Delaware, OH 43015.

**\*Please Note** the Commission might table the application if the applicant is not present to answer questions.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner (if different than Applicant) \_\_\_\_\_ Date \_\_\_\_\_

**Application Fee \$55**    Fees Received \$ \_\_\_\_\_    Received by \_\_\_\_\_    Date \_\_\_\_\_