

**City of Franklin, Ohio**  
**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**  
UDO Section 1109.04 and 1115.13

Application No. \_\_\_\_\_

The undersigned owner(s) of the following property hereby submit this application requesting a Certificate of Appropriateness, for a use in the Historic Overlay District, as specified below.

1. Name of Applicant(s): \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_

3. Phone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

4. Address of subject property: \_\_\_\_\_

5. Lot No. of subject property: \_\_\_\_\_

6. Current Zoning District: \_\_\_\_\_ Current Use: \_\_\_\_\_

7. Proposed Development Activity (circle all that are applicable):    Demolition    New Construction  
Remodeling    Reconstruction    Rehabilitation    Maintenance/Repair Involving Change to Exterior

**The following items must be submitted with this Application:**

- \_\_\_ A. If the applicant is not the owner of the subject property, a notarized letter of authorization from the property owner(s), designating the applicant as his/her/their representative.
- \_\_\_ B. **Legal Description** of the subject property – either a deed or a drawing prepared by a surveyor registered in the State of Ohio.
- \_\_\_ C. A **List of all Owners** of property that are contiguous to the subject property or that are across the street from it. (The list shall be based upon the Warren County Auditor’s current tax lists).
- \_\_\_ D. **Drawings** and/or **Sketches** that show the proposed development activity in adequate detail in terms of architectural style and design, exterior appearance, texture, color and other visual qualities of the materials to be used in the development activity.
- \_\_\_ E. **Material** and **Color Samples**.
- \_\_\_ F. A **Narrative Statement** regarding how the proposed development activity will meet the Design Requirements and Standards for the Historic Overlay District (section 1109.04) for the type of development proposed.
- \_\_\_ G. The **Application Fee**.

BE ADVISED THAT THE SUBMISSION OF ADDITIONAL SUPPORTING INFORMATION MAY BE REQUIRED.

**\*\*The applicant should check with the City’s Division of Building & Zoning in regards to any building code requirements or other permits required by the City. Acceptance and/or approval of this application is not a guarantee against a change in development requirements or standards due to unforeseeable circumstances once the project and/or construction begins. The applicant is advised to consult with specialist as needed.\*\***

\_\_\_\_\_  
Signature of Applicant(s)

DATE: \_\_\_\_\_

OFFICE USE ONLY

Received Date: \_\_\_\_\_

HDRB Meeting: \_\_\_\_\_

Approved

Approved with Modifications: \_\_\_\_\_

Denied

Date of Approval or Denial: \_\_\_\_\_

Date Certificate Mailed to Applicant: \_\_\_\_\_