

**Application for Certificate of Appropriateness  
City of Lima  
Lima Design Review Board**

**1. PROPERTY INFORMATION:**

Person Submitting / Name of Property: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Name of business(es) and owner(s) housed in property:

Name: \_\_\_\_\_ Owner: \_\_\_\_\_

Name: \_\_\_\_\_ Owner: \_\_\_\_\_

Name: \_\_\_\_\_ Owner: \_\_\_\_\_

**2. OWNER INFORMATION:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**3. PROJECT INFORMATION:**

- Have you reviewed the Design guidelines and the Board's Rules and Regulations?  Yes  No
- Is the building on the National Register of Historic Places?  Yes  No  Unsure

Scope of project to include: (Please check appropriate boxes)

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|--|--|
| <input type="checkbox"/> Building Demolition               | <input type="checkbox"/> Facade Restoration / Alteration |
| <input type="checkbox"/> Site Development After Demolition | <input type="checkbox"/> Side or Rear Treatments         |
| <input type="checkbox"/> New Construction and/or Addition  | <input type="checkbox"/> Site Development                |
| <input type="checkbox"/> Awnings                           | <input type="checkbox"/> Landscaping                     |
| <input type="checkbox"/> Signage                           | <input type="checkbox"/> Parking Lot Layout              |
| <input type="checkbox"/> Doors, Windows, Entrances         | <input type="checkbox"/> Lighting                        |
| <input type="checkbox"/> Roofing                           | <input type="checkbox"/> Facade                          |
| <input type="checkbox"/> Painting                          | <input type="checkbox"/> Ground                          |

**3. PROJECT INFORMATION:** (Continued)

Briefly explain the proposed work:

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Please submit the following information:

- One historical (if available) and one modern photograph
- Ten copies of proposed elevation views, with description of materials and colors included on the elevation
- Ten copies of site plans (if applicable)

Estimated starting date of project: \_\_\_\_\_

Estimated completion date of project: \_\_\_\_\_

Are you aware of the various financial incentives that may be available for this project?  Yes  No  
If no, contact the Lima Department of Community Development for further information **BEFORE** starting work. 419-221-5146

Do you have any questions or concerns?

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I understand the criteria for this application, approval, and reviews by the Design Review Board and agree to be subject to the Downtown Lima Design Guidelines for the above described work in accordance with City Ordinance Section 1409, as amended.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ (If different from applicant)

Note: Upon approval of the application a certificate of approval will be issued. Work can not start until the applicant receives this approval. No building permits will be issued without a certificate of approval.

*Please submit to the City of Lima Building Commissioner located at 50 Town Square Lima, OH 45801*

**FOR OFFICIAL USE ONLY:**

Date Received by Board: \_\_\_\_\_

Application Number: \_\_\_\_\_

Approved as Submitted, No Modifications: \_\_\_\_\_

Approved as Noted, With Modifications as Agreed To: \_\_\_\_\_

Denied as Currently Submitted: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair, Design Review Board