Certificate of Appropriateness
Downtown Design Review Board
Findlay, Ohio
(Effective June 1, 2018)

Fee: _____ ($25) Application #:_____

The undersigned requests that Design Review Board approval be granted for the use specified herein. Should this application be approved, it is understood that it shall only authorize that particular renovation in the manner described in this application, and any conditions or safeguards required by the Commission shall be installed and/or observed.

1. Name of Owner _____
   Mailing Address: _____
   Business Telephone: _____Fax: _____ Email: _____
2. Agent (if any) for Owner: _____
   Mailing Address: _____
   Business Telephone: _____Fax: _____ Email: _____
3. Project Address: _____
4. Project Description:

   _____

   _____

   _____

   _____

5. Submit the following:
   - List of Materials (including proposed colors)
   - Photographs of existing conditions.
   - Colored drawings of the proposed project showing all exposed facades of the building
   - Site Plan (if applicable)
   - Any additional information to convey the complete scope of the project

6. **Fee ($25)**: Checks are to be made payable to the "City of Findlay" and submitted with the application.

I understand that upon review, the City/Design Review Board may request additional information regarding the project. The property owner further authorizes staff from the City and the City's reviewing agency or other designees responsible right of entry to the subject premises for review purposes based on this application.

_____ _____
Signor is: Owner Agent **Date**
(Circle one)

Staff shall review applications and plans for completeness within 7 working days of submittal. If application is not considered complete Staff will give the applicant a list of the deficiencies and if submitted within the time period specified in such notice, the item will be placed on the agenda.