



City of Vermilion: **Certificate of Appropriateness:**  
**COMMERCIAL** Properties  
 Historic Harbour Town 1837: **Submittal Requirements Checklist**

- The following is **REQUIRED** to be submitted for all applications.
- A completed application form and checklist. Applications will be deemed incomplete without owner signature.
  - A brief project description of work, including how the proposed architectural or site alterations are consistent with the COA Guidelines for the subject Historic District. If Historic materials are being replaced rather than repaired, please provide justifications.
  - Photographs showing the current conditions of the specific project site.

**Incomplete applications will be postponed until the next Historic Design and Review meeting.**

**Exterior Walls**, the following must be submitted:

- Identify portions of the building to be repaired or replaced.
- Siding color sample(s).
- Masonry sample(s).

**Painting**, the following must be submitted:

- Identify portions of the building to be painted.
- Paint color sample(s).

**Lighting**, the following must be submitted:

- Site Lighting: A site plan showing proposed location of lighting.
- Building Mounted: Photograph or scaled drawing of elevation showing location of proposed lighting.
- Sample, photograph or catalog picture of proposed fixture.

**Awnings and Canopies**, the following must be submitted.

- Scaled elevation drawing showing location, size and proportion of proposed awnings or canopies in relation to the building. Please identify the materials, design, distance from the sidewalk to the bottom of awning/canopy (8' clearance required) and mounting method to be used.
- Sample photograph or catalog picture of manufactured items.

**New construction**, the following must be submitted:

- Site plan, including property lines, roadways, footprint of buildings and structures, paving, etc.
- Scaled elevation drawings of all sides of proposed building/addition.
- Samples, photographs or catalog pictures of building materials.

**Signs**, the following must be submitted:

- Freestanding: A site plan showing proposed location of the sign.
- Building Mounted: Photograph or scaled drawing of elevation on which the proposed sign will be located.

**Windows, Doors, Roof, and Porches**, the following must be submitted:

- Scaled elevation drawings showing proposed alteration. If proposing to return building to an earlier appearance, please provide supporting documentation for the request (i.e. historic photograph).
- Photograph, sample or catalog picture of proposed building material.

**Other items**, please refer to a like category.

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**Return completed Application at least 10 days before the first Wed. of the Month to:**  
**Vermilion Building Department - 5511 Liberty Avenue, Vermilion, Ohio 44089**

*Please remember.....*

The COA does not relieve the property owner from the responsibility of obtaining any other required permits. A copy of the Certificate must be submitted to the Building Dept. for permitting. For more information contact **440.204.2410** It is strongly suggested that you do not order or purchase any materials until HDR approval and required City permits are obtained.